


# FY 2025 Edward Byrne Memorial Assistance Grant (JAG)/SFY 2027 State Drug Task Force (DTF) Compliance Training Workshop

Missouri Department of Public Safety/Office of Homeland Security

# Grant Requirements

# Edward Byrne Memorial Justice Assistance Grant (JAG)/State Drug Task Force (DTF)

- The Missouri Department of Public Safety's strategic priorities encompass several key initiatives including; building relationships with external stakeholder, identifying hazards and threats to public safety, maintaining sufficient capacities to perform statutorily required responsibilities and utilizing Federal and State programs to protect, as well as provide impactful service to Missouri citizens
- The JAG/DTF grant opportunity provides resources to combat drug related crimes
- Authorized by 34 U.S.C. § 10151-10158
- CFDA # 16.738
- Awarded to Missouri by the U.S. Department of Justice (DOJ), Office of Justice Program (OJP), Bureau of Justice Systems (BJA)

# Missouri Department of Public Safety (DPS)/Office of Homeland Security (OHS) Grant Requirements

- FY 2025 JAG/SFY 2027 DTF Notice of Funding Opportunity (NOFO)
- DPS Financial and Administrative Guide
- Award Agreement Articles of Agreement
- Information Bulletins
  - CJ/LE-GT-2020-001 – Policy on Advance Payment and Cash Advances
  - CJ/LE-GT-2020-002 – Policy on claim Request Requirements including DPS reimbursement checklist
  - CJ/LE-GT-2020-003 – Policy on Budget Modifications, Program Changes, Scope of Work Changes, Status Reports, and Return of Funds

**NOTE: The Information Bulletins are in the process of being revised. Updated links will be provided when the revisions are complete**

# DPS Grants – State Requirements

**Law Enforcement Agencies MUST be compliant with the following requirements and must maintain compliance throughout the grant period of performance**

- **Section 590.650 RSMo – Vehicle Stops Report:** Pursuant to Section 590.650.3 RSMo, each law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year.
- **Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations:** Pursuant to Section 590.700.4 RSMo, each law enforcement agency shall adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2.

# DPS Grants – State Requirements

**Law Enforcement Agencies MUST be compliant with the following requirements and must maintain compliance throughout the grant period of performance**

- **Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses:** Pursuant to Section 43.544.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by Section 43.503 RSMo.
- **Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021:** Pursuant to Section 590.1265 RSMo, each law enforcement agency shall report data submitted under subsection 3 of this section to the department of public safety.
  - *Law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the previous 12 months.*

# DPS Grants – State Requirements

**Law Enforcement Agencies MUST be compliant with the following requirements and must maintain compliance throughout the grant period of performance**

- **Section 43.505 RSMo – Uniform Crime Reporting (UCR):** Pursuant to Section 43.505.3 RSMo, each law enforcement agency in the state shall: (1) Submit crime incident reports to the department of public safety on forms or in the format prescribed by the department; and (2) Submit any other crime incident information which may be required by the department of public safety.

- *Law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months in the previous 12 months.*

- **Section 590.030 RSMo – Rap Back Program Participation:** Pursuant to Section 590.030 RSMo, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022 and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.

# Procurement Requirements

- Expenditures must be an approved budget line item at the time of purchase
- Purchases must be made within the grant period of performance
  - July 1, 2027 – June 30, 2027
- Funds must be obligated within the project period (**July 1, 2026 – June 30 2027**) and expended within 45 days following the grant period of performance end date (**August 15, 2027**)
  - Funds are considered "obligated" when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period
    - Purchase order is issued or order is placed with the vendor
  - Funds are considered "expended" when payment is made
    - Vendor is paid for goods/services

# Procurement Requirements

- Recipients must follow their agency's procurement policy **unless the State of Missouri policy is more restrictive**
- If the recipient does not have a procurement policy, they **must follow the State of Missouri procurement policy**
  - State of Missouri Revised Statutes Chapter 34, State Purchasing and Printing
  - Missouri Rules of Office of Administration Division 40 – Purchasing and Materials Management

# Procurement Requirements

**State of Missouri Procurement Guidelines**

| Less than $10,000 | $10,000 - $99,999 | Greater than $100,000 |
|---|---|---|
| • Purchase with prudence on the open market | • Must be competitively bid<br>• Informal method is acceptable<br>• Minimum of three bids/quotes required<br>• Example: telephone quote, online pricing, request for quotation, etc. | • Formal solicitation is required<br>• Advertised in at least two daily newspapers for general circulation at least 5 days before bids are to be opened<br>• May also advertise in at least 2 weekly minority newspapers & provide medium through an electronic medium available to the general public<br>• Post a notice in a public area of your office<br>• Solicit by mail or other reasonable method generally available to the public<br>• DPS/OHS must approve if less than 3 bids received |

# Procurement Requirements

- Dollar thresholds for bidding requirements are per total purchase to a single vendor in the agency's fiscal year
- All procurement transactions shall be carried out in a manner which provides maximum and free competition
  - Whether negotiated or competitively bid
  - Without regard to dollar value
- All bids/quotes and the rationale behind the selection of a source of supply must be retained
  - Attached to the purchase order
  - Retained in grant and accounting files
- Brand names should not be specified when seeking bids/quotes

# Procurement Requirements

- Cooperative Procurements – utilization of a cooperative or state contract
  - Can be used to satisfy procurement requirements without the requirement to obtain additional bids/quotes
  - Examples:
    - State contracts
    - NASPO
    - GSA
    - Sourcewell
  - **If you utilize a cooperative/state contract, ensure the procurement documents (bids/quotes) and invoice(s) list the contract number**
    - This documents the contract was utilized to meet procurement requirements
  - Example:
    - You are approved to purchase 10 laptops on your project and you estimate the cost to be approximately $15,000 for all 10 laptops
      - The traditional procurement method would require you to obtain at least 3 bids/quotes
    - ABC Vendor has a GSA contract that includes the laptops you are looking to purchase
    - You can obtain a quote from ABC vendor for the laptops through their GSA contract
    - If the quote is acceptable, you can purchase from ABC vendor without obtaining other bids/quotes
      - **REMINDER: Your bid/quote and invoice from ABC vendor must reference the contract number!**

# Procurement Requirements

- When only one bid/quote or positive proposal is received, it is deemed a Single Feasible Source
  - **Single Feasible Source procurement on purchases to a single vendor of $10,000 or more requires prior approval from the DPS/OHS**
  - Submit request via the "Correspondence" component of WebGrants
    - Request should include:
      - Single Feasible Source Form
      - If available, a copy of a single feasible source certification letter from the vendor

# Procurement Requirements

- Recipients are required to verify that vendors used for grant purchases are not on the State Suspended/Debarred Vendors List
  - Maintain a copy in your grant file with your procurement documentation to verify this step was completed

# Requirements for Pass-Through Entities

- A pass-through entity is defined by 2 CFR § 200.1 as a subrecipient that provides a subaward to a subrecipient to carry out part of a Federal program. Pass-through entities are subject to complete the following requirements as outlined 2 CFR § 200.332:
  - Verify that the subrecipient is not excluded or disqualified in the accordance with § 180.300
  - Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes required information as referenced in 2 CFR § 200.332(b)(1-6)
  - Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in paragraph (f)
  - If appropriate, consider implementing specific conditions in a subaward as described in § 200.208 and notify the DPS/OHS of the specific conditions
  - Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved

# Requirements for Pass-Through Entities

- A pass-through entity is defined by 2 CFR § 200.1 as a subrecipient that provides a subaward to a subrecipient to carry out part of a Federal program. Pass-through entities are subject to complete the following requirements as outlined 2 CFR § 200.332:
  - Depending on the pass-through entity's assessment of risk posed by the subrecipient, the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
    - Providing subrecipients with training and technical assistance on program-related matters
    - Performing site visits to review the subrecipient's program operations
    - Arranging for agreed-upon-procedures engagements as described in § 200.425
  - Verify that a subrecipient is audited as required by 2 CFR 200 Subpart F
  - Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records
  - Consider taking enforcement action against noncompliant subrecipients are described in § 200.339 and in program regulations

# Requirements for Pass-Through Entities

- Who is a Pass-Through Entity?
  - The Missouri Department of Public Safety, DPS/OHS Grants, is a pass-through entity as subawards are issued to all the Drug Task Forces
  - Your agency is a pass-through entity if it receives a subaward from DPS/OHS Grants and subsequently passes funds, personnel costs, equipment costs, equipment, supplies, etc., to another entity
    - Example: If the pass-through agency submits a payment to the task force and/or another agency, the agency is a pass-through entity

- Information Bulletins
  - CJ/LE-GT-2023-004, Policy on Monitoring Subrecipient Reporting, Recordkeeping, and Internal Operations and Accounting Control Systems
  - CJ/LE-GT-2023-004, Policy for Requirement of Subrecipient Pass-Through Entities

**NOTE: The Information Bulletins are in the process of being revised. Updated links will be provided when the revisions are complete**

# Requirements for Pass-Through Entities

- Pass-through entities are required to issue subawards as detailed in 2 CFR 200.332(a)
- IB CJ/LE-GT-2023-004 - Policy for Requirements of Subrecipient Pass-Through Entities also discusses subaward requirements
- Certain elements are required to be detailed in the subaward as discussed in 2 CFR 200.332 (a)
- DPS Grants will provide a subaward template for agencies to use
- If the pass-through entity chooses to utilize their own subaward template, it must be approved by DPS Grants prior to issuance
- **All** Articles of Agreement in the subaward, issued to the pass-through entity, by DPS/OHS Grants, must be passed through to their subrecipient via the subaward
  - It is the responsibility of the pass-through entity to thoroughly read and understand all conditions to maintain compliance

**Subawards need to be fully executed prior to issuing any payments to the subrecipients**

# Requirements for Pass-Through Entities

**(Your Agency's Name)**

(Your Agency's Address)
(Telephone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX)

**AWARD AGREEMENT**

| | |
|---|---|
| DATE | XX/XX/XXXX |
| AWARD NUMBER | 2027-DTF-SXX-NUMBER |

| | | |
|---|---|---|
| RECIPIENT NAME: Agency | | |
| ADDRESS: Mailing Address | | |
| CITY: City | STATE: MO | ZIP CODE: Zip |
| TOTAL AMOUNT OF STATE: Amount of State Award | | |
| PROJECT PERIOD FROM: 07/01/2026 | PROJECT PERIOD TO: 06/30/2027 | |
| PROJECT TITLE: SFY 2027 DTF - Agency | FUNDED BY: Missouri Department of Public Safety/Office of Homeland Security | |
| METHOD OF PAYMENT (Reimbursement – Advanced): Reimbursement | | |

**CONTACT INFORMATION**

| (YOUR AGENCY'S) CONTACT | SUBRECIPIENT PROJECT DIRECTOR | |
|---|---|---|
| NAME: (NAME) | NAME: PD First and Last Name, Title | |
| E-MAIL ADDRESS: (EMAIL) | ADDRESS: PD Mailing | |
| TELEPHONE: (XXX) XXX-XXXX | CITY, STATE AND ZIP CODE: City, MO Zip | |
| PROGRAM MANAGER: (OIC NAME) | TELEPHONE: 573-473-5801 | E-MAIL ADDRESS: PD Email |

SUMMARY DESCRIPTION OF PROJECT

The Missouri Department of Public Safety's strategic priorities encompass several key initiatives including; building relationships with external stakeholders, identifying hazards and threats to public safety, maintaining sufficient capacities to perform statutorily required responsibilities and utilizing Federal and State programs to protect, as well as, provide impactful service to Missouri citizens. We invite our stakeholders and partners to also adopt these priorities and join us in building more prepared, protected and secure Missouri communities. Public safety is a shared responsibility and funding should support priorities that are the most impactful and demonstrate the greatest return on investment. The Missouri Department of Public Safety seeks to forge partnerships with our law enforcement partners by providing them resources. The JAG/DTF grant opportunity provides resources to combat

**(Your Agency's Name)**

(Your Agency's Address)
(Telephone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX)

**SUBAWARD AGREEMENT**

| | | |
|---|---|---|
| DATE: XX/XX/XXXX | | |
| FEDERAL IDENTIFICATION NUMBER: 15PBJA-25-GG-02425-MUMU-FXX | | CONTROL NUMBER: «Number |
| SUBRECIPIENT NAME: «Applicant_Agency» | | UEI Number: «Unique_Entity_ID» |
| ADDRESS: «Mailing_Address» | | |
| CITY: «City» | STATE: MO | ZIP CODE: «Zip» |
| TOTAL AMOUNT OF THE FEDERAL AWARD: «Federal_Award» | | AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION: «Federal_Award» |
| TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED TO THE SUBRECIPIENT: «Federal_Award» | | TOTAL APPROVED COST SHARING OR MATCHING: $0.00 |
| PROJECT PERIOD FROM: 07/13/2026 | PROJECT PERIOD TO: 06/30/2027 | FEDERAL AWARD DATE: 07/13/2026 |
| PROJECT TITLE: FY 2025 JAG - «Applicant_Agency» | | FUNDED BY: Edward Byrne Memorial Justice Assistance Grant (JAG) |
| FEDERAL AWARDING AGENCY: Department of Justice | PASS THROUGH ENITITY: (Your Agency) | IS THIS AWARD R&D: YES ☐ NO ☒ / INDIRECT COST RATE: YES ☐ NO ☒ AMOUNT |
| CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 16.738 | | METHOD OF PAYMENT (Reimbursement -- Advanced): Reimbursement |

**CONTACT INFORMATION**

| (YOUR AGENCY'S) CONTACT | SUBRECIPIENT PROJECT DIRECTOR | |
|---|---|---|
| NAME: (Name) | NAME: «PDJob_Title» «PDFirst» «PDLast» | |
| E-MAIL ADDRESS: (Email) | ADDRESS (If different from above): «PDMailing_Address» | |
| TELEPHONE: (XXX) XXX-XXXX | CITY, STATE AND ZIP CODE: «PD_City» MO, «PDZip_Code» | |
| Agency Officer In Charge: (OIC Name) | TELEPHONE: «PD_Phone_Updat | E-MAIL ADDRESS: «PDEmail» |

SUMMARY DESCRIPTION OF PROJECT

The Missouri Department of Public Safety's strategic priorities encompass several key initiatives including; building relationships with external stakeholders, identifying hazards and threats to public safety, maintaining sufficient capacities to perform statutorily required responsibilities and utilizing Federal and State programs to protect, as well as, provide impactful service to Missouri citizens. We invite our stakeholders and partners to also adopt these priorities and join us in building more prepared, protected and secure Missouri communities. Public safety is a shared responsibility and funding should support priorities that are the most impactful and demonstrate the greatest return on investment. The Missouri Department of Public Safety seeks to forge partnerships with our law enforcement partners by providing them resources. The JAG DTF grant opportunity provides resources to combat drug related crimes.

# Requirements for Pass-Through Entities

- Risk Assessments
  - Risk assessment evaluates subrecipient risk of noncompliance to determine appropriate monitoring or additional special conditions
  - 2 CFR 200.332 (b) discusses risk assessment requirements
  - IB CJ/LE-GT-2023-004 - Policy on Monitoring Subrecipient Reporting, Recordkeeping, and Internal Operation and Accounting Control Systems
  - IB CJ/LE-GT-2023-005 - Policy for Requirements of Subrecipient Pass-Through Entities also discuss risk assessment requirements

  - Must be completed by pass-through entities for each subrecipient before a subaward is issued
    - OHS/DPS Grants will provide the pass-through entity with the Risk Assessment
  - Evaluation of risk may include factors:
    - Prior experience
    - Previous audit conclusions
    - New personnel or new/changes time/accounting systems
    - Federal monitoring conclusions
    - Other

# Requirements for Pass-Through Entities

- The pass-through entity may choose to impose special conditions on the subrecipient's subaward based on results of the risk assessment
- 2 CFR 200.208 discuss specific conditions the pass-through entity may impose such as:
  - Withholding authority to proceed to the next phase of a project until receipt of evidence of acceptable performance within a given period of performance
  - Requiring additional, more detailed financial reports
  - Requiring additional project monitoring
  - Requiring the non-Federal entity to obtain technical or management assistance
  - Establishing additional prior approvals
- Any special conditions imposed on the subrecipient should be included in the subaward Articles of Agreement

# Inventory Management

# Inventory Management

- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more
- Entities may have a lower acquisition cost in their procurement policy
  - If so, MUST use the most stringent policy

# Inventory Management

- All equipment purchased with JAG/DTF funds MUST be tagged
- Tags must state:

> Purchased with JAG/DTF Funds

- There are no specific requirements for the tag itself

# Inventory Management

- Recipients MUST:
  - Have an inventory management system and maintain effective control
  - Have a control system in place to prevent, loss, damage, and theft
  - Investigate all incidents and report to the DPS/OHS within 30 days of the incident
  - Have adequate maintenance procedures to keep property in good condition
  - Keep equipment maintained to keep it in mission capable (operational) condition

# Inventory Management

- When equipment acquired with JAG/DTF funds is no longer needed, the equipment may be retained, sold, or disposed of but you must seek disposition approval from the DPS/OHS prior to disposition
- Equipment with a per item fair market value of less than $5,000 may be retained, sold, or disposed of with no further obligation when approval is given by DPS/OHS
- Equipment with a per item fair market value of $5,000 or more may be retained or sold
  - If sold, the awarding agency (DPS/OHS) is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the awarding agency's percentage of participation
    - Example: Agency X wants to sell their equipment item, which was 70% funded with JAG/DTF funds and 30% funded with local funds. The fair market value for the equipment item is $6,000. The awarding agency would be entitled to $4,200 pf the proceeds and the local agency would be entitled to $1,800

# Inventory Management

- Recipients must request disposition by submitting the Equipment Disposition Form to their Grant Specialist
- Equipment CANNOT be disposed of until the Equipment Disposition Form has been approved by the DPS/OHS
- Approved Equipment Disposition Forms must be maintained in your grant file




# WebGrants

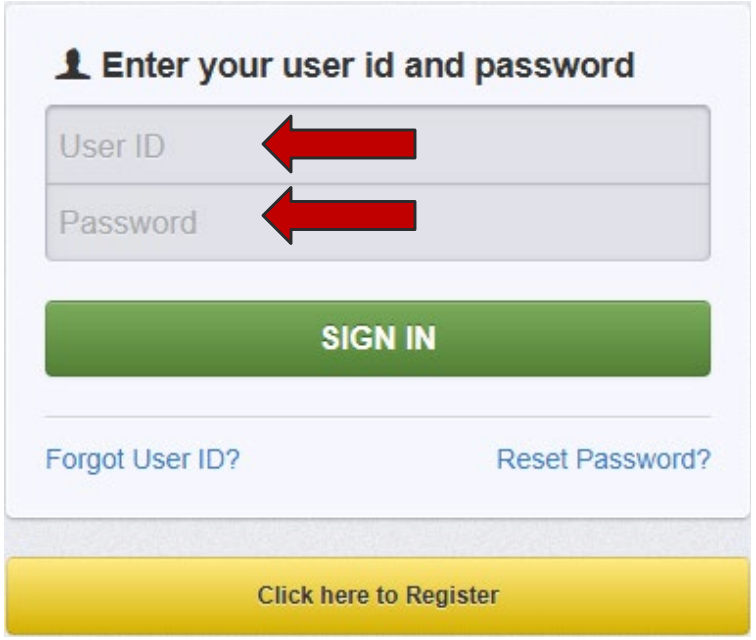
# WebGrants

- Subawards
  - The Subrecipient Agency will again have 2 subawards: 1 State and 1 Federal
  - State funds will be required to be reimbursed prior to Federal funds
    - Once the State funds have been expended the Federal subaward status will be changed to "Underway:

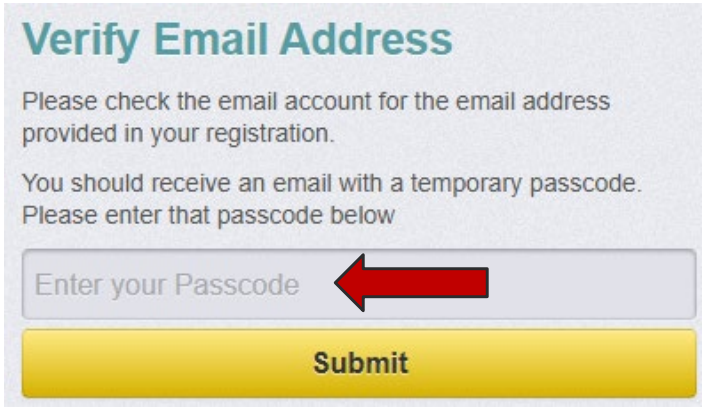
| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 15PBJA-25-GG-02425-MUMU-Test-F1 | Awarded | 2025 | FY 2025 JAG - Your Agency Drug Task Force | BaseLine Organization | JAG-Edward Byrne Memorial Justice Assistance Grant | 56722-FY 2025 Justice Assistance Grant (JAG)/SFY 2027 State Drug Task Force (DTF) TEST | 07/01/2026 | 06/30/2027 | $281,837.50 | $0.00 | $281,837.50 | .00% |
| 2027-DTF-Test-F1 | Awarded | 2025 | SFY 2027 DTF Your Agency Drug Task Force | BaseLine Organization | JAG-Edward Byrne Memorial Justice Assistance Grant | 56722-FY 2025 Justice Assistance Grant (JAG)/SFY 2027 State Drug Task Force (DTF) TEST | 07/01/2026 | 06/30/2027 | $281,837.50 | $0.00 | $281,837.50 | .00% |
| | | | | | | | | | **$563,675.00** | **$0.00** | **$563,675.00** | |

# WebGrants

- Login to the WebGrants System using the same User ID and Password used when submitting the application

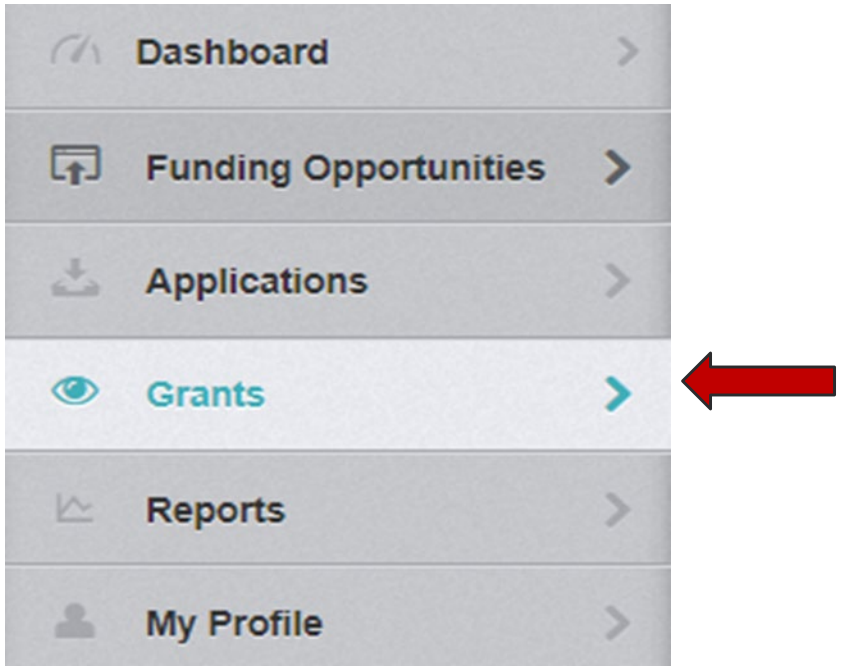



- Two-factor authentication: Enter the one-time passcode sent to your email by WebGrants and select, “Submit”



# WebGrants

- Select “Grants”



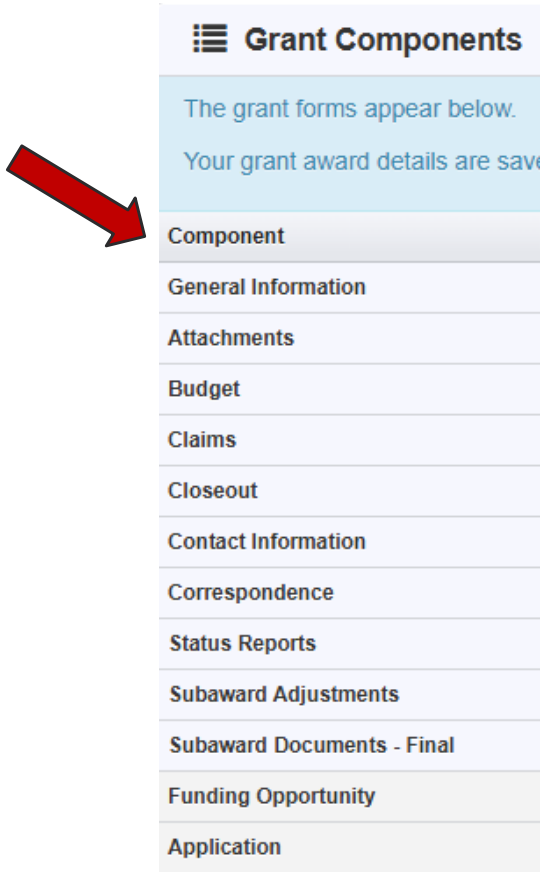
# WebGrants

- Select your project

| ID | Status | Year | Title | Organization | Program Area | Funding Opportunity | Start Date | End Date | Grant Amount | Total Paid | Remaining Balance | Percent Spent |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 15PBJA-25-GG-02425-MUMU-Test-F1 | Awarded | 2025 | FY 2025 JAG - Your Agency Drug Task Force | BaseLine Organization | JAG-Edward Byrne Memorial Justice Assistance Grant | 56722-FY 2025 Justice Assistance Grant (JAG)/SFY 2027 State Drug Task Force (DTF) TEST | 07/01/2026 | 06/30/2027 | $281,837.50 | $0.00 | $281,837.50 | .00% |
| 2027-DTF-Test-F1 | Underway | 2025 | SFY 2027 DTF Your Agency Drug Task Force | BaseLine Organization | JAG-Edward Byrne Memorial Justice Assistance Grant | 56722-FY 2025 Justice Assistance Grant (JAG)/SFY 2027 State Drug Task Force (DTF) TEST | 07/01/2026 | 06/30/2027 | $281,837.50 | $0.00 | $281,837.50 | .00% |

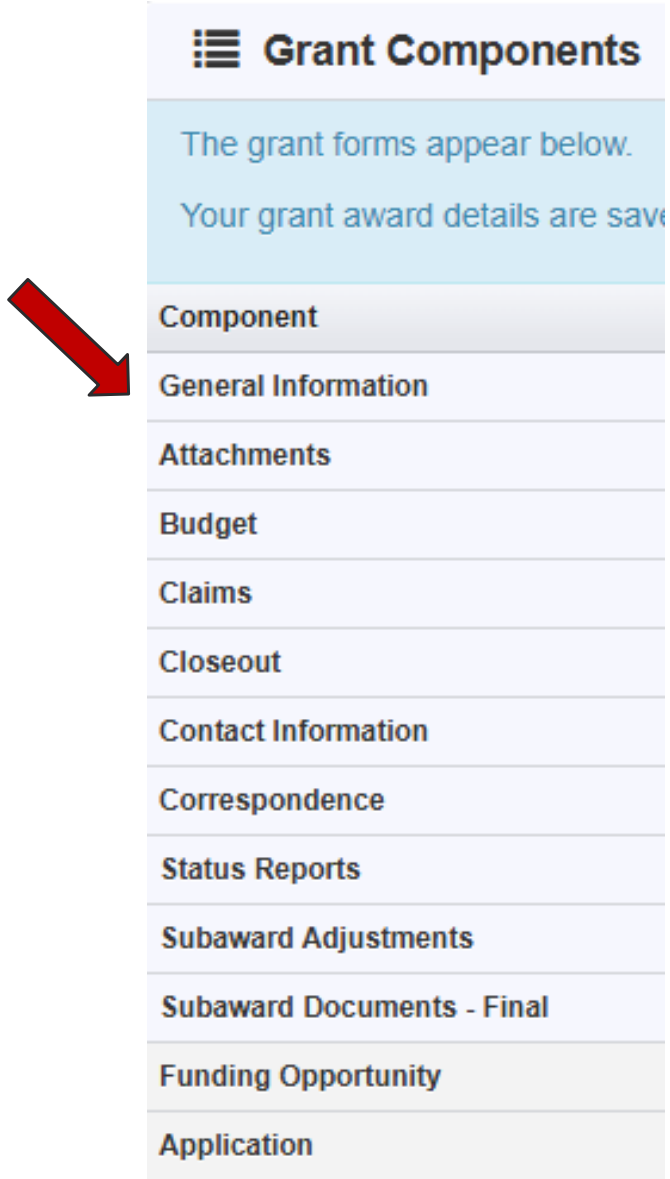
# WebGrants

- WebGrants is comprised of “Grant Components”



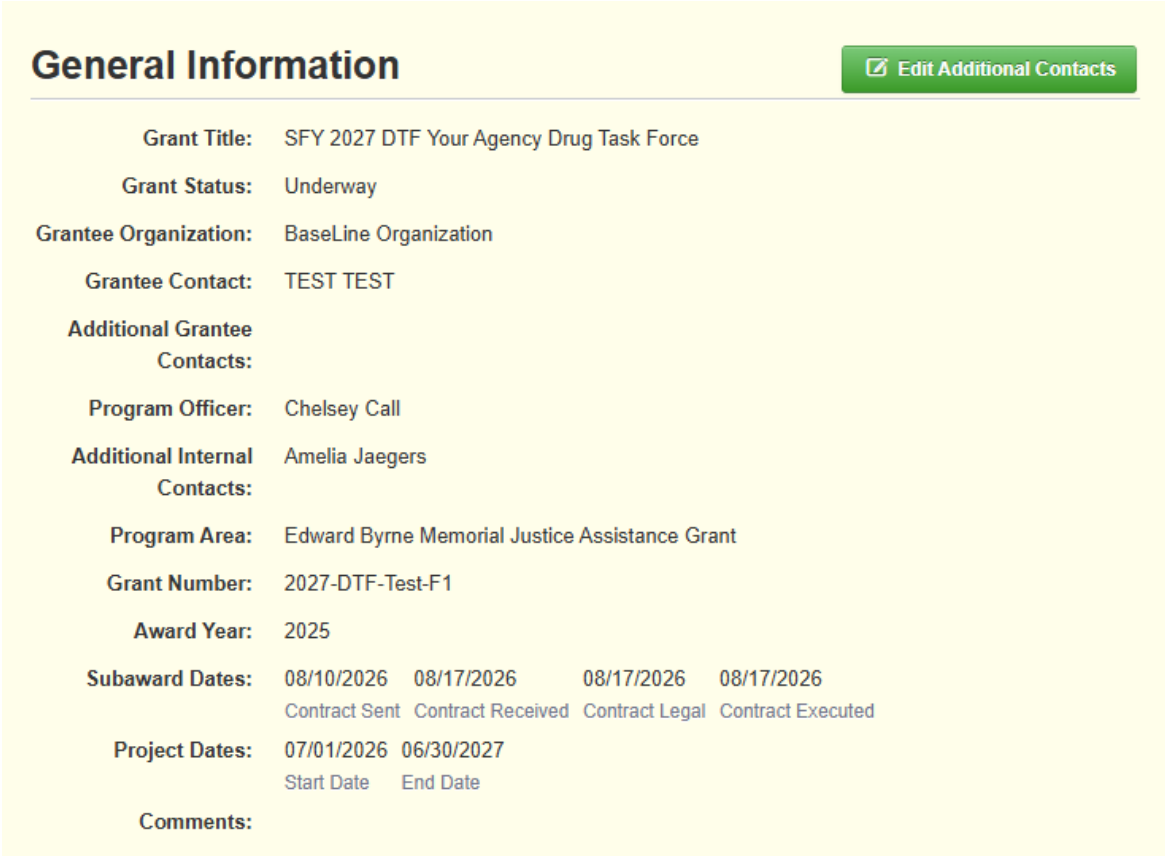
# WebGrants

- General Information Component – Displays general information about your grant
  - Grant Title – Title of the project as listed on the Award Agreement
  - Grant Status – Awarded/Underway/Closed
  - Grantee Organization – Organization funds were awarded to
  - Grantee Contact – Main grant contact from your agency
  - Additional Grantee Contacts – additional grant contacts from your agency as listed on the application
  - Program Officer – DPS/OHS Grants Supervisor
  - Additional Internal Contacts – DPS/OHS Grants Specialist
    - **This is your main DPS/OHS contact on the project**
  - Program Area – Grant program
  - Grant Number – Grant award number as listed on the Award Agreement
  - Award Year – Year of the grant program
  - Subaward Dates – Dates the Award Agreement was sent and fully executed
  - Project Dates – Grant period of performance dates



# WebGrants

- General Information Component Example



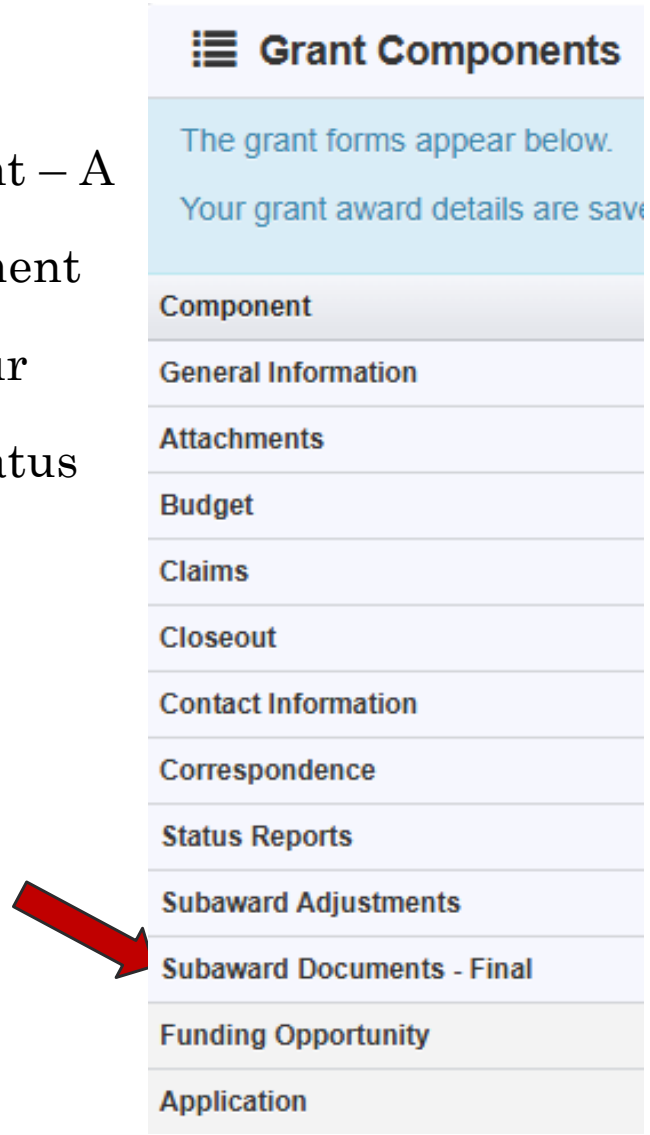
## General Information

Edit Additional Contacts

| | |
|---|---|
| **Grant Title:** | SFY 2027 DTF Your Agency Drug Task Force |
| **Grant Status:** | Underway |
| **Grantee Organization:** | BaseLine Organization |
| **Grantee Contact:** | TEST TEST |
| **Additional Grantee Contacts:** | |
| **Program Officer:** | Chelsey Call |
| **Additional Internal Contacts:** | Amelia Jaegers |
| **Program Area:** | Edward Byrne Memorial Justice Assistance Grant |
| **Grant Number:** | 2027-DTF-Test-F1 |
| **Award Year:** | 2025 |
| **Subaward Dates:** | 08/10/2026 (Contract Sent) 08/17/2026 (Contract Received) 08/17/2026 (Contract Legal) 08/17/2026 (Contract Executed) |
| **Project Dates:** | 07/01/2026 (Start Date) 06/30/2027 (End Date) |
| **Comments:** | |

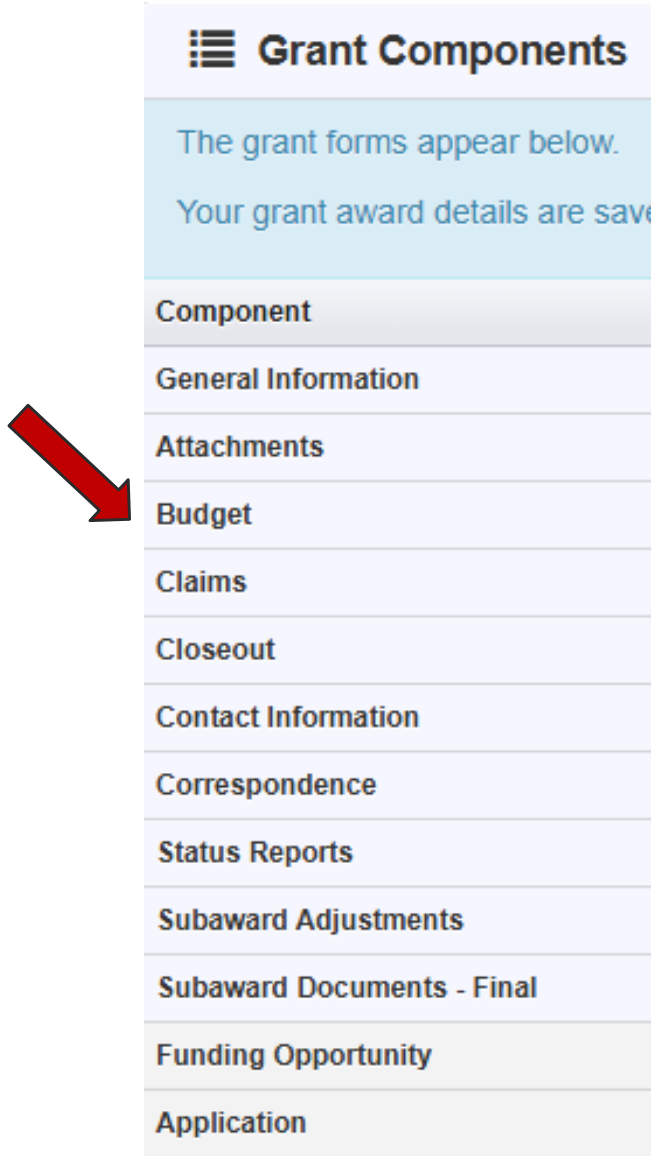
# WebGrants

- Subaward Documents Final Component – A copy of the fully executed Award Agreement can be found in this component after your grant has been moved to “Underway” status



# WebGrants

- Budget Component – Your approved budget is found in this component
  - Be sure to review your approved budget before beginning project activities
  - Ensure you are only performing project activities that on the approved budget
  - Request Subaward Adjustment if you need to make changes to the budget (i.e., change in quantity and/or move funds from one budget line to another)



# WebGrants

- Budget Component Example

**Personnel** - Multi-List

To include personnel in your budget, select "Add Row". If the project includes more than one individual, repeat this step for each person.

If personnel overtime costs are requested, please add as a separate line labeled accordingly as overtime.

| Name | Position Title | Position Status | Employment Status | Requested Personnel Cost |
|---|---|---|---|---|
| 1001 - Task Force Officer Salary | Task Force Officer (2) | Existing | Full Time | $100,000.00 |
| | | | | **$100,000.00** |

# Reimbursement Requests (Claims)

- Information Bulletin 2: Policy on Claim Request Requirements discusses requirements for reimbursement requests
- Claims may be submitted as needed but **must be submitted at least quarterly**
  - Must incur an allowable expense, make payment, and seek reimbursement within 6 months of the invoice date
  - Please do not hold invoices to submit for payment until the end of the grant period!
- Supporting documentation must be submitted with each claim
- A line must be completed for each individual expenditure
- Multiple invoices on one expenditure line will not be accepted
- Incomplete claims could result in a delay of payment
  - It is the requesting agency's responsibility to complete the necessary changes

# Reimbursement Requests (Claims)

- Personnel and Personnel Benefits Supporting Documentation – Items in the Personnel and Personnel Benefits categories of your budget
  - Wage and benefit cost(s)
  - Timesheet(s) – should document all paid hours (including leave, overtime, etc.) and should be signed by the employee and authorizing supervisor
  - Signed personnel certification
  - Proof of payment (i.e., payroll journal/register, paystub)
  - For overtime:
    - Employee status
    - Timesheets showing overtime worked

# Reimbursement Requests (Claims)

- Travel/Training Supporting Documentation – Items in the Travel/Training category of your budget
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
  - Agenda/Announcement
  - Proof of attendance (sign-in sheet/roster/completion certificate)
  - **Meals, mileage, and lodging cannot exceed the state of Missouri rates established by the Missouri Office of Administration**
    - **Current rates can be found at:** https://acct.oa.mo.gov/travel-portal

# Reimbursement Requests (Claims)

- Equipment Supporting Documentation – Items in the Equipment category of your budget
  - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more
  - Must be recorded and tracked in an inventory control list throughout the life of the equipment
  - Must be tagged to reflect the source of the funding – FY 2025 JAG/SFY 2027 DTF
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
  - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)
  - Purchase order – only required if referenced on the invoice
  - Equipment Inventory Form in WebGrants must be completed for EACH piece of equipment
    - If you purchased more than one of the same item, they must be listed separately on the equipment inventory form

# Reimbursement Requests (Claims)

- Supplies/Operations Supporting Documentation – Items in the Supplies/Operations category of your budget
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
  - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)

# Reimbursement Requests (Claims)

- Contractual Supporting Documentation – Items in the Contractual category of your budget
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of Payment (i.e., copy of cancelled check or bank statement)
    - If the invoice was paid via credit card, you MUST supply the credit card statement and bank statement demonstrating the credit card has been paid
  - Proof of delivery (signed statement in writing indicating goods/services have been received)
  - **Copy of signed contract MUST be submitted with the first claim with associated contract expenses**
  - Other documentation required by the contract (milestone reports, time and effort, etc.)

# Reimbursement Requests (Claims)

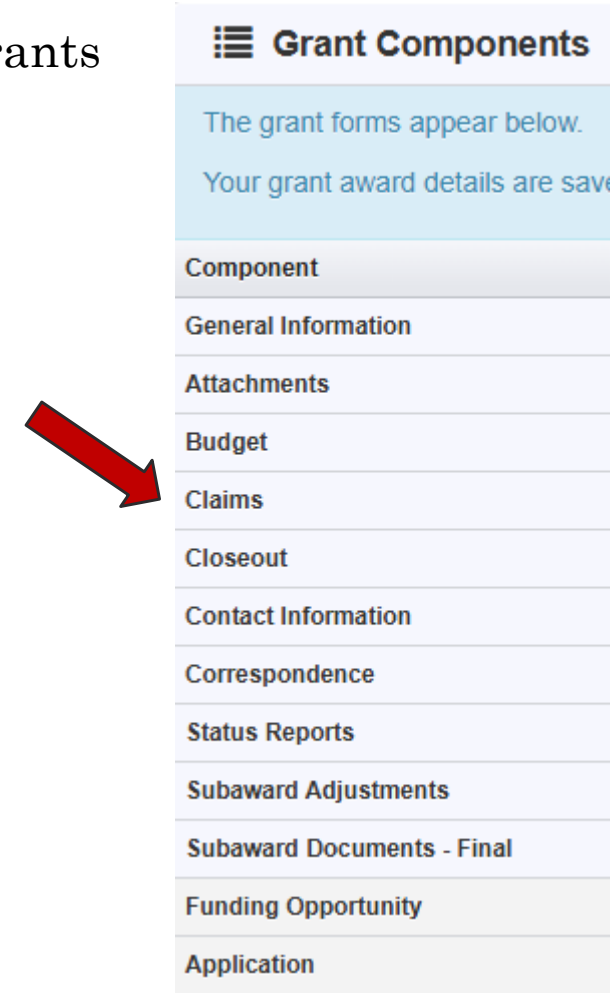
- Advance Payment
  - Information Bulletin 1: Policy on Advance Payment and Cash Advances discusses requirements for advance payment requests
  - Advance payment is defined as funds given to a recipient in advance of the recipient incurring the debt
    - For example: If a recipient orders a piece of equipment and requests reimbursement prior to paying the vendor's invoice, receipt of funds would be considered an advance payment
  - Advance payment will not be provided to a recipient before costs have been incurred through an invoice from a vendor
  - Must have received goods/services to receive an advance payment
  - $2,500 minimum for recipients requesting a reimbursement with an advance payment

# Reimbursement Requests (Claims)

- Advance Payment Supporting Documentation
  - Claim in WebGrants
  - Vendor Invoice
  - Proof of delivery/completion (i.e., signed packing slip, receipt, or signed statement in writing indicating items have been received)
  - Completed Equipment Detail Form in WebGrants, if applicable
- Required to submit proof of payment (i.e., copy of cancelled check or bank statement) to the DPS/OHS within 30 days from receipt of payment
  - Submit through WebGrants Correspondence
- To request, type “Advance Payment” in the Check/EFT Number and Check/EFT Date fields in the WebGrants claim

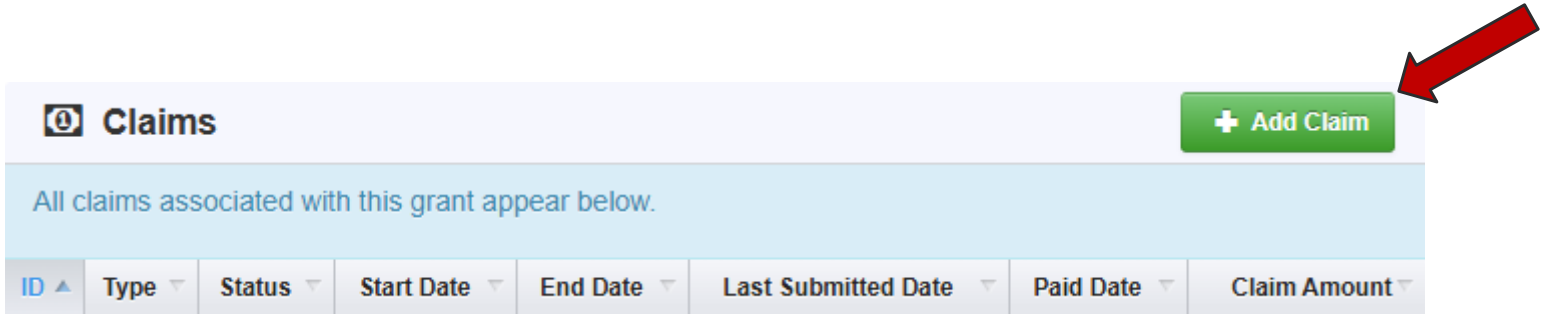
# Reimbursement Requests (Claims)

- Select “Claims” Component in WebGrants



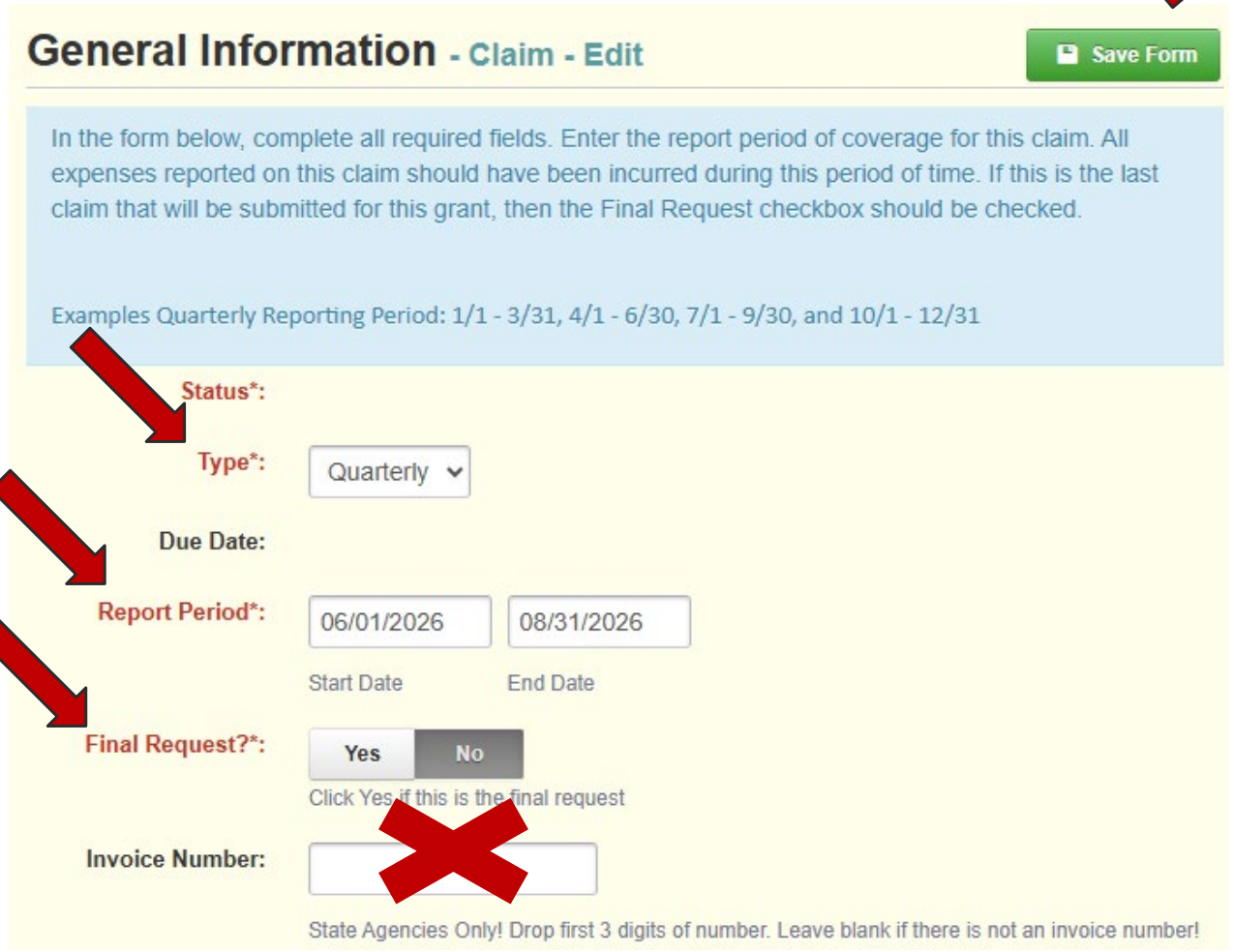
# Reimbursement Requests (Claims)

- Select “Add Claim”



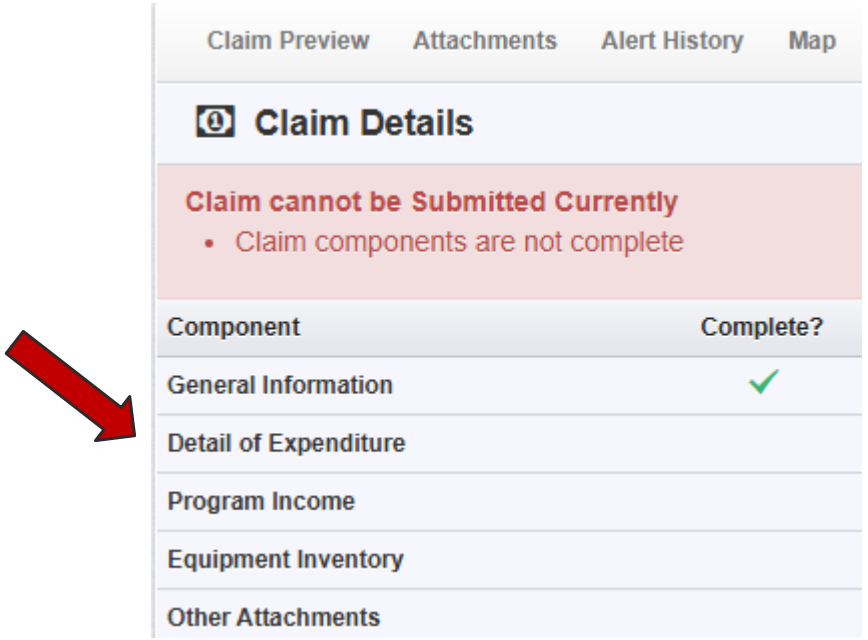
# Reimbursement Requests (Claims)

- Complete the "General Information" form
  - Claim Type – Monthly, Quarterly, or Other
    - **Claims must be submitted at least quarterly!**
  - Reporting Period – Date range for expenses being requested
  - Final Request? – Select "Yes" if this is your final claim or Select "No" if you have additional claims to submit
  - Invoice Number – **LEAVE BLANK UNLESS YOU ARE A STATE AGENCY**
  - Select "Save Form"



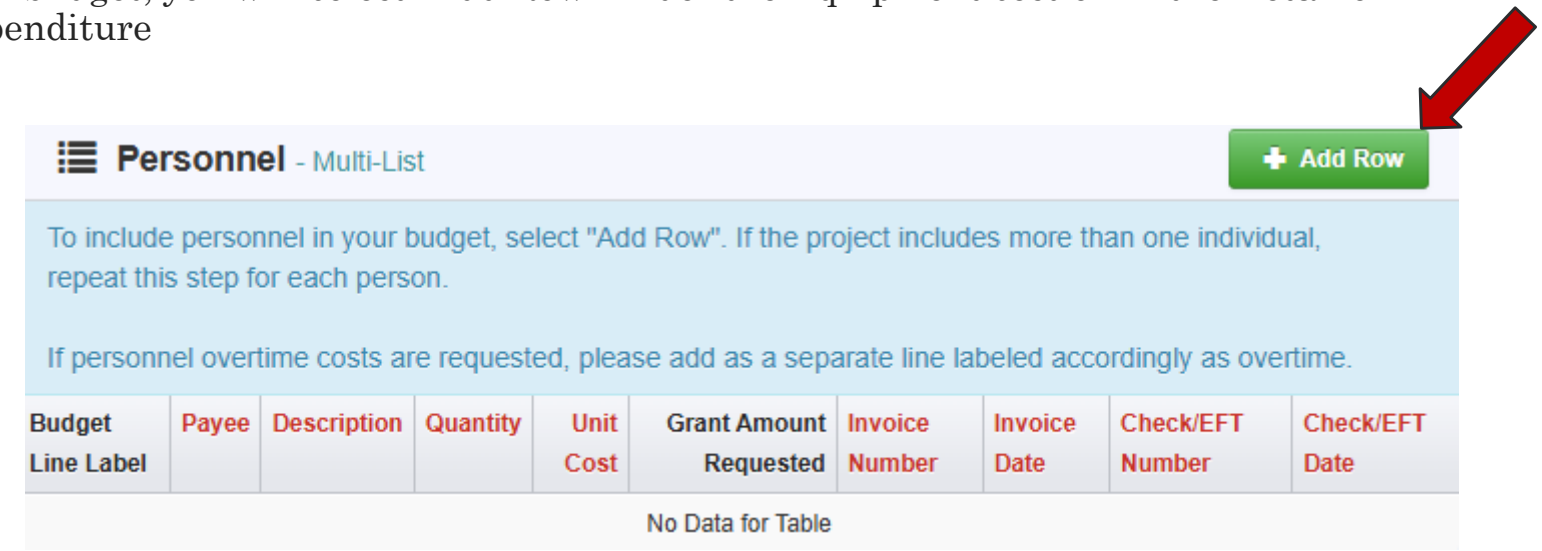
# Reimbursement Requests (Claims)

- Select “Detail of Expenditure” from the Claim Components



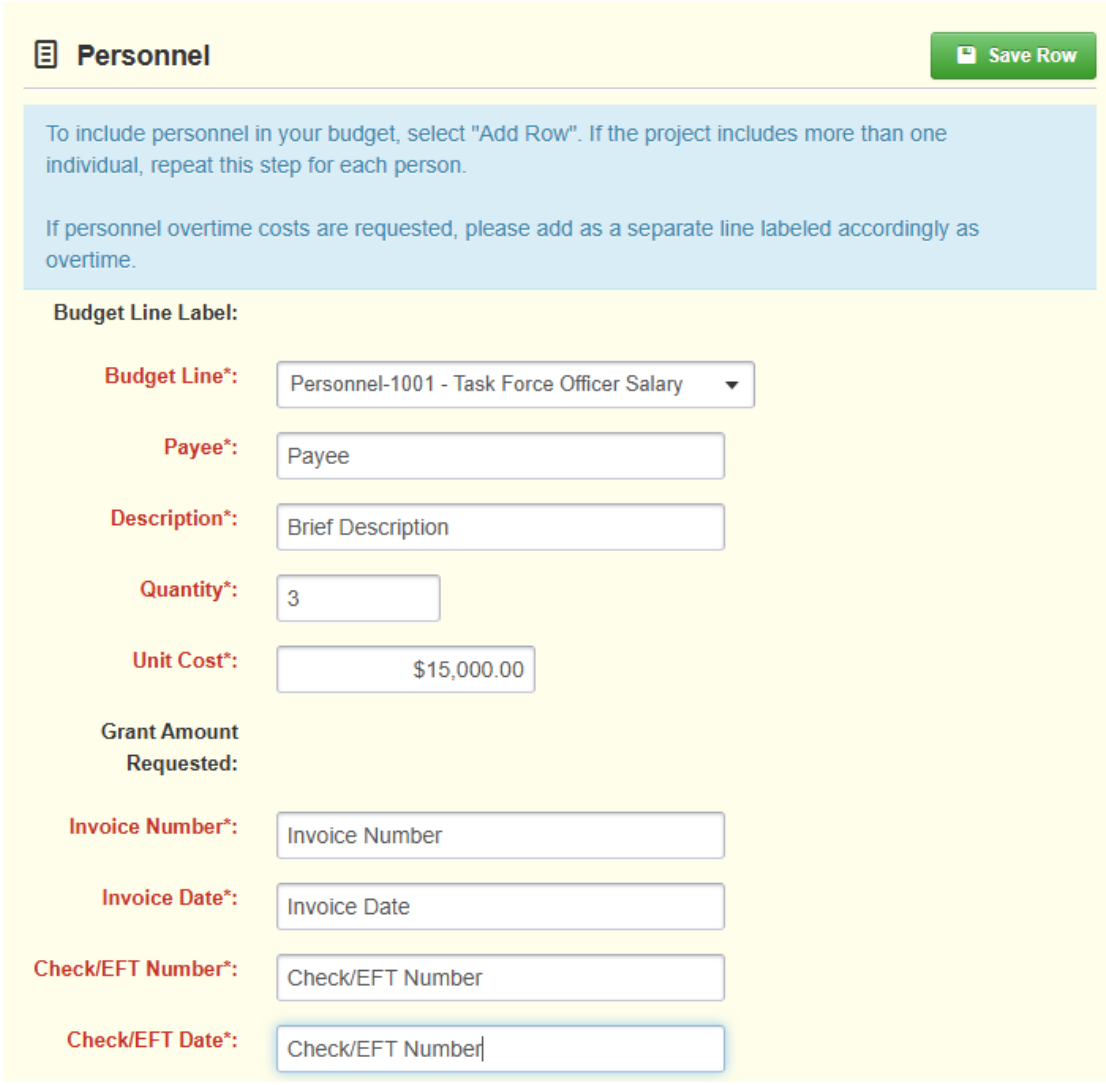
# Reimbursement Requests (Claims)

- For each expenditure, select “Add Row” in the corresponding budget category for the items that are being requested for reimbursement
  - Example:
    - If the item you are requesting reimbursement for is located in the Personnel category of your budget, you will select “Add Row” under the Personnel section in the Detail of Expenditure
    - If the item you are requesting reimbursement for is located in the Equipment category of your budget, you will select “Add Row” under the Equipment section in the Detail of Expenditure



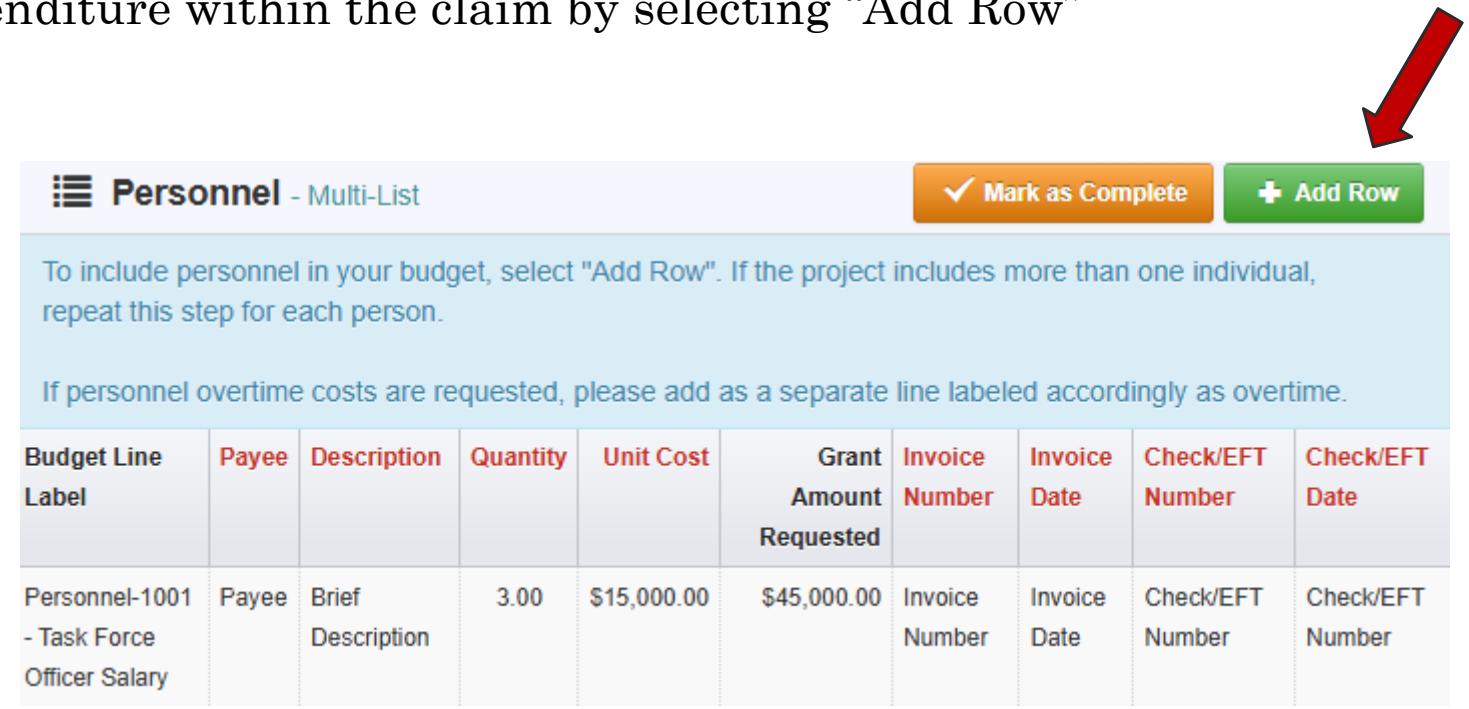
# Reimbursement Requests (Claims)

- Complete the following to enter an expenditure for reimbursement
  - Budget Line – Select the corresponding budget line for the item that is being requested for reimbursement
  - Payee – Enter the name of the vendor the item was purchased from
  - Description – Enter a description of the item(s) purchased
  - Quantity – Enter the number of items purchased
  - Unit Cost – Enter the cost per 1 item each
  - Grant Amount Requested – Enter the total amount you are requesting reimbursement for
  - Invoice Number – Enter the invoice number on the vendor's invoice
  - Invoice Date – Enter the date of the vendor's invoice
  - Check/EFT Number – Enter the number of the check/EFT you paid the vendor with
    - If requesting advance payment, enter "Advance Payment"
  - Check/EFT Date – Enter the date of the check/EFT you paid the vendor with
    - If requesting advance payment, enter "Advance Payment"
  - Select "Save Row" when you have entered all information



# Reimbursement Requests (Claims)

- Continue adding expenditure lines and required information for each expenditure within the claim by selecting “Add Row”



**Personnel** - Multi-List

Mark as Complete | Add Row

To include personnel in your budget, select "Add Row". If the project includes more than one individual, repeat this step for each person.

If personnel overtime costs are requested, please add as a separate line labeled accordingly as overtime.

| Budget Line Label | Payee | Description | Quantity | Unit Cost | Grant Amount Requested | Invoice Number | Invoice Date | Check/EFT Number | Check/EFT Date |
|---|---|---|---|---|---|---|---|---|---|
| Personnel-1001 - Task Force Officer Salary | Payee | Brief Description | 3.00 | $15,000.00 | $45,000.00 | Invoice Number | Invoice Date | Check/EFT Number | Check/EFT Number |

# Reimbursement Requests (Claims)

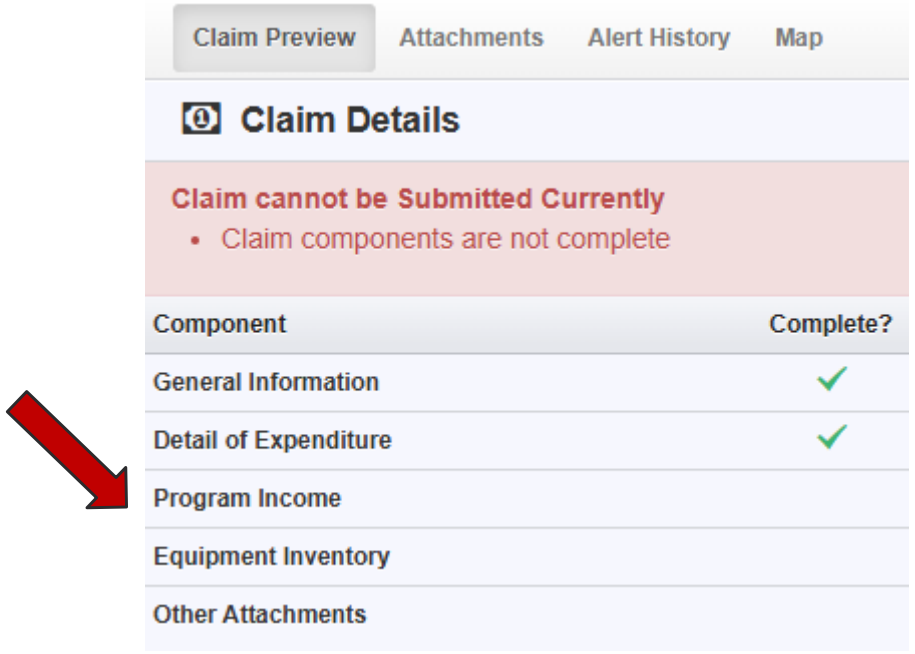
- Expenditures automatically transfer to the "Reimbursement" section of the claim
  - If you see an error, contact your Grant Specialist
- Select "Mark as Complete" after you have added all expenditures and verified they have transferred to the "Reimbursement" section correctly

**Reimbursement** — Mark as Complete

| Budget Category | Subaward Budget | Expenses This Period | Prior Expenses (Paid) | Total | Available Balance (Unpaid) | Prior Expenses (Submitted Not Paid) | Total Claimed | Remaining Balance (Unclaimed) |
|---|---|---|---|---|---|---|---|---|
| **Personnel** | | | | | | | | |
| Overtime | $5,000.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $0.00 | $0.00 | $5,000.00 |
| Personnel | $150,000.00 | $5,000.00 | $0.00 | $5,000.00 | $145,000.00 | $0.00 | $5,000.00 | $145,000.00 |
| | **$155,000.00** | **$5,000.00** | **$0.00** | **$5,000.00** | **$150,000.00** | **$0.00** | **$5,000.00** | **$150,000.00** |
| **Personnel Benefits** | | | | | | | | |
| F/M, Medical Insurance, Workers Comp | $20,505.00 | $0.00 | $0.00 | $0.00 | $20,505.00 | $0.00 | $0.00 | $20,505.00 |
| OT benefits - F/M | $382.50 | $0.00 | $0.00 | $0.00 | $382.50 | $0.00 | $0.00 | $382.50 |
| | **$20,887.50** | **$0.00** | **$0.00** | **$0.00** | **$20,887.50** | **$0.00** | **$0.00** | **$20,887.50** |
| **Travel/Training** | | | | | | | | |
| Fuel - 5 TFO vehicles | $6,000.00 | $0.00 | $0.00 | $0.00 | $6,000.00 | $0.00 | $0.00 | $6,000.00 |
| MNOA - 3 TFO | $1,500.00 | $0.00 | $0.00 | $0.00 | $1,500.00 | $0.00 | $0.00 | $1,500.00 |
| Vehicle Maintance | $6,000.00 | $0.00 | $0.00 | $0.00 | $6,000.00 | $0.00 | $0.00 | $6,000.00 |
| | **$13,500.00** | **$0.00** | **$0.00** | **$0.00** | **$13,500.00** | **$0.00** | **$0.00** | **$13,500.00** |
| **Equipment** | | | | | | | | |
| Mobile Radio | $11,000.00 | $0.00 | $0.00 | $0.00 | $11,000.00 | $0.00 | $0.00 | $11,000.00 |
| Portable Radio | $10,000.00 | $0.00 | $0.00 | $0.00 | $10,000.00 | $0.00 | $0.00 | $10,000.00 |
| Repeator | $10,000.00 | $0.00 | $0.00 | $0.00 | $10,000.00 | $0.00 | $0.00 | $10,000.00 |
| | **$31,000.00** | **$0.00** | **$0.00** | **$0.00** | **$31,000.00** | **$0.00** | **$0.00** | **$31,000.00** |
| **Supplies/Operations** | | | | | | | | |
| Office Supplies | $150.00 | $0.00 | $0.00 | $0.00 | $150.00 | $0.00 | $0.00 | $150.00 |
| Field supplies | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | $0.00 | $0.00 | $100.00 |
| Office Rent | $1,200.00 | $0.00 | $0.00 | $0.00 | $1,200.00 | $0.00 | $0.00 | $1,200.00 |
| | **$1,450.00** | **$0.00** | **$0.00** | **$0.00** | **$1,450.00** | **$0.00** | **$0.00** | **$1,450.00** |
| **Contractual** | | | | | | | | |
| Leases - 5 Vehicles | $60,000.00 | $0.00 | $0.00 | $0.00 | $60,000.00 | $0.00 | $0.00 | $60,000.00 |
| | **$60,000.00** | **$0.00** | **$0.00** | **$0.00** | **$60,000.00** | **$0.00** | **$0.00** | **$60,000.00** |
| | **$281,837.50** | **$5,000.00** | **$0.00** | **$5,000.00** | **$276,837.50** | **$0.00** | **$5,000.00** | **$276,837.50** |

# Reimbursement Requests (Claims)

- Select “Program Income”



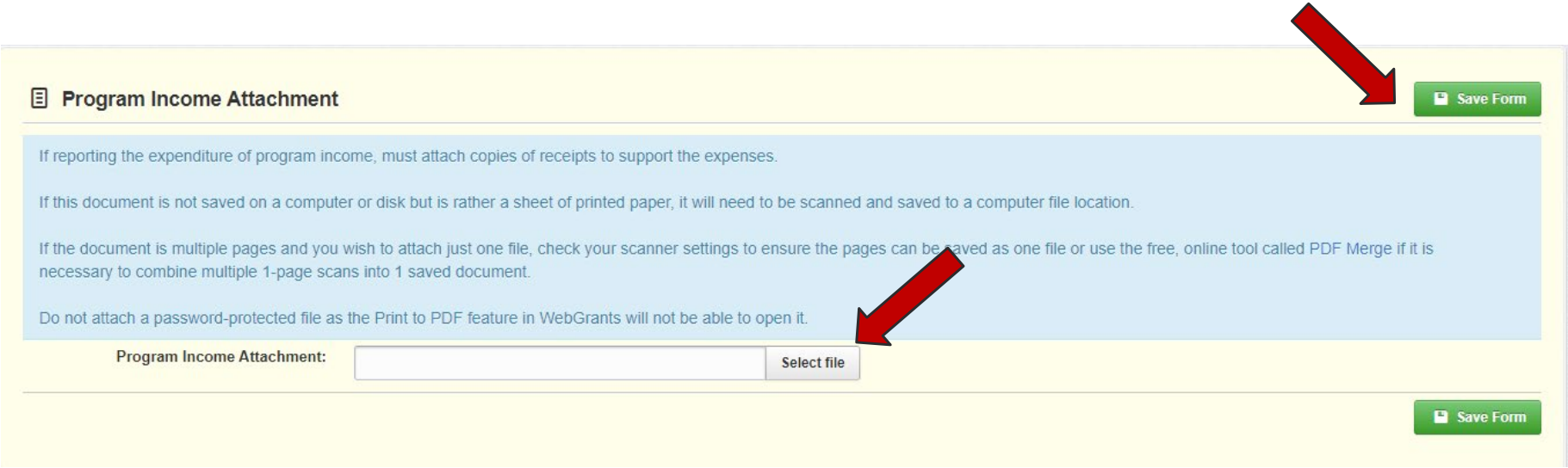
# Reimbursement Requests (Claims)

- Program Income will be reported the same as previous years
  - If your agency does not collect/expend Program Income, select “Save Form” and then “Mark as Complete”
- If Program Income is to be reported
  - Enter in the amounts for:
    - Balance Prior to Reporting Period
    - Earned this Reporting Period
    - Expended this Reporting Period



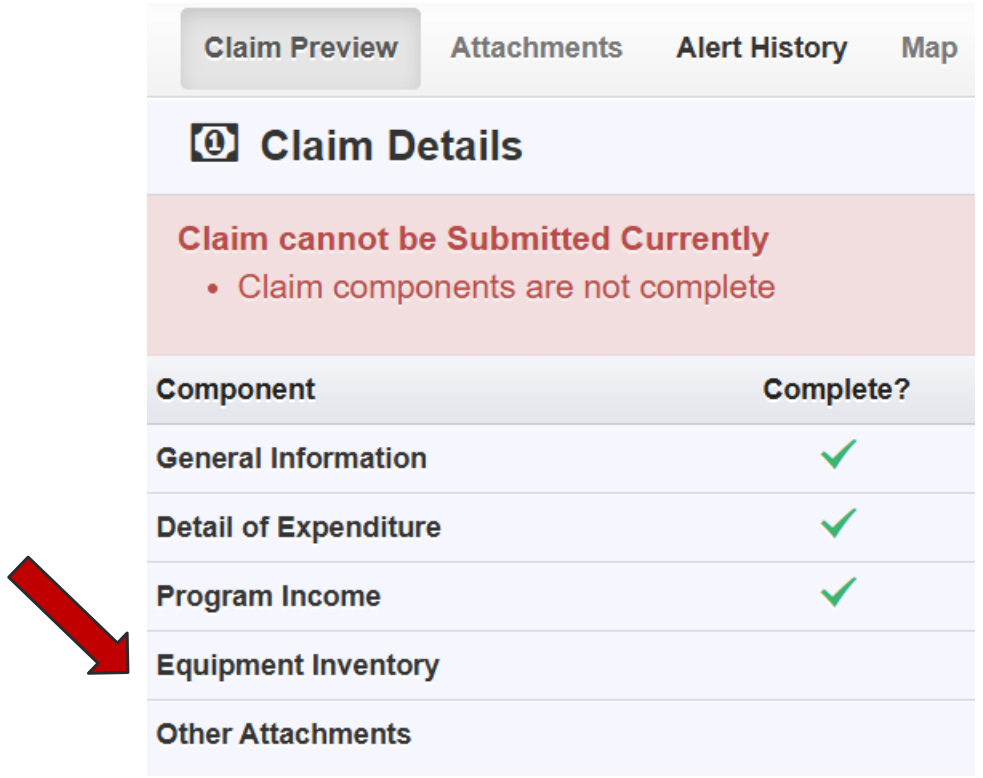
# Reimbursement Requests (Claims)

- Select “Select File”
- Browse your computer for the file to attach
- Select “Save Form”



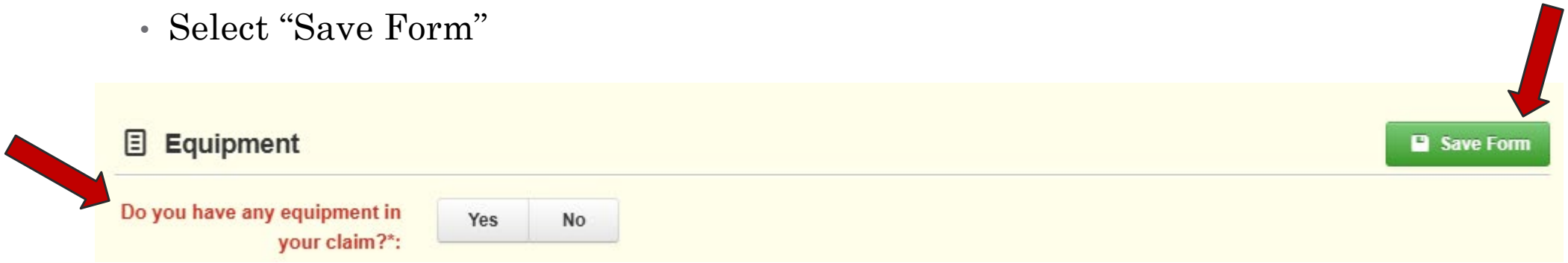
# Reimbursement Requests (Claims)

- Select “Equipment Inventory”



# Reimbursement Requests (Claims)

- Select “Yes” if you have equipment you are requesting reimbursement for in this claim
  - REMINDER – Equipment items are listed in the Equipment category of your budget
- Select “No” if you do not have equipment you are requesting reimbursement for in this claim
  - You do not have to complete Equipment Inventory for items within the Supplies/Operations budget category!
- Select “Save Form”



# Reimbursement Requests (Claims)

- Select “Add Row” to add equipment items to the Equipment Detail
  - Each item needs to be entered on its own line
    - If you purchased two of the same item, there should be one line for each item

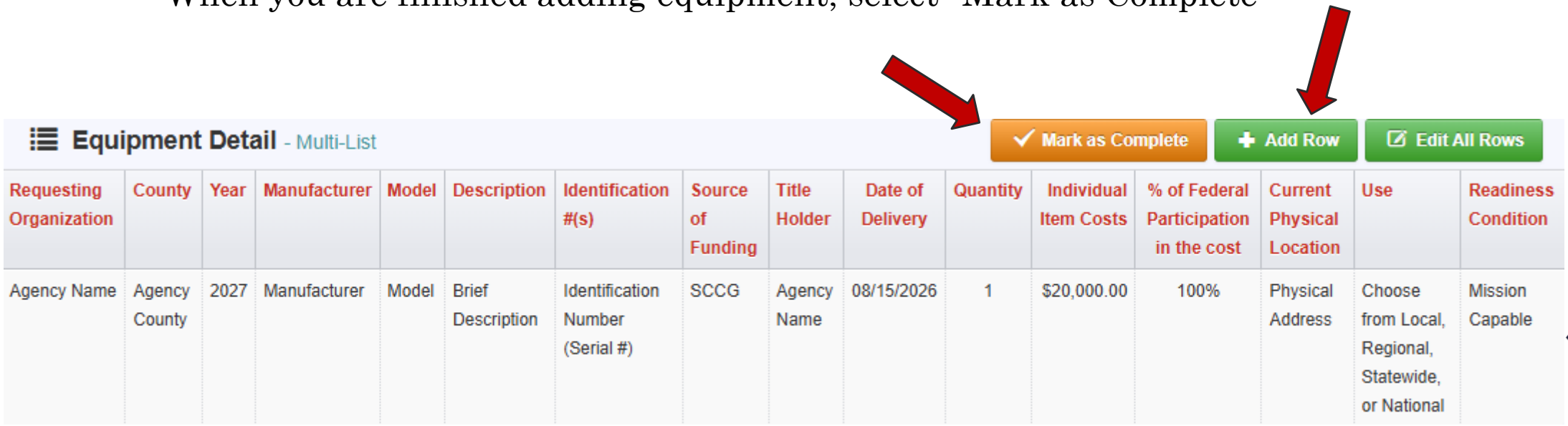


# Reimbursement Requests (Claims)

| Equipment Detail Field | Description |
|---|---|
| Requesting Organization | Your agency's name |
| County | Your agency's county |
| Year | 2025/2027 |
| Manufacturer | Manufacturer of the equipment |
| Model | Model number of the equipment |
| Description | Brief description of the equipment |
| Identification #(s) | Unique string of characters for ID (Example: VIN or serial number) |
| Source of Funding | JAG/DTF |
| Title Holder | Your agency's name |
| Date of Delivery | Date equipment was delivered |
| Quantity | Enter 1 – EACH piece of equipment must be reported on its own line |
| Individual Items Cost | Unit cost per 1 item |
| % Federal Participation in the cost | Percentage of the cost of equipment that is being requested |
| Current Physical Location | Physical location (address) of the equipment – A PO Box will not be accepted |
| Use | Enter only one – local, regional, statewide, national (This is a progressive scale. If national use is indicated, it is assumed it is available at all preceding levels) |
| Readiness Condition | Mission Capable |

# Reimbursement Requests (Claims)

- Verify each piece of equipment being requested for reimbursement on this claim has been entered in the “Equipment Detail” component
- If more than one of each piece of equipment was purchased, select “Add Row” for each piece of equipment
- When you are finished adding equipment, select “Mark as Complete”



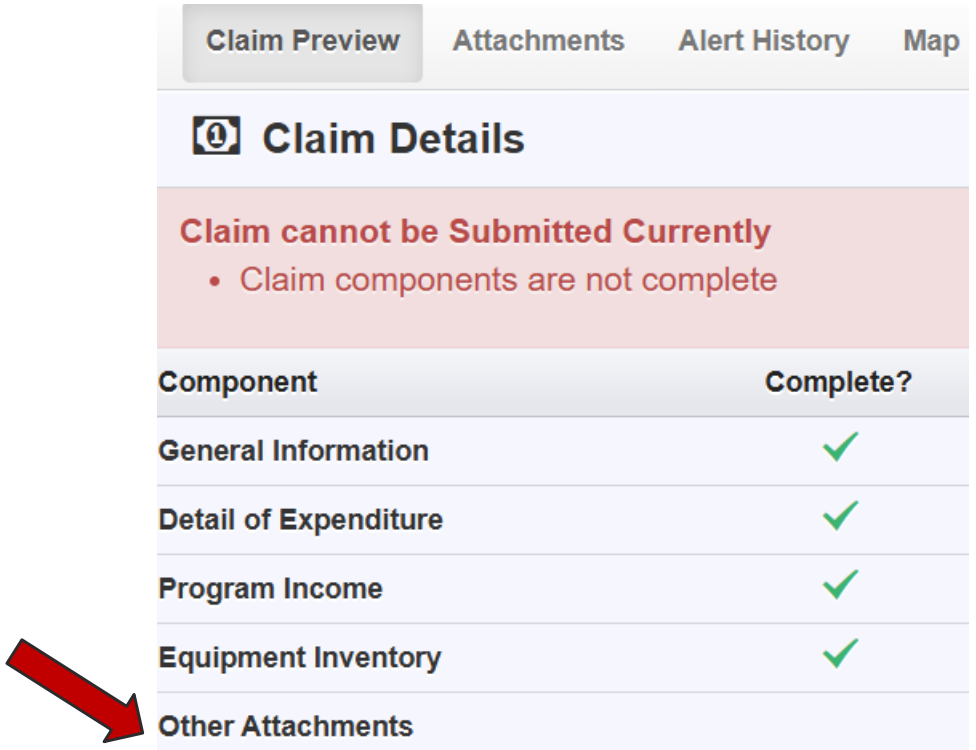
**Equipment Detail** - Multi-List

Mark as Complete | Add Row | Edit All Rows

| Requesting Organization | County | Year | Manufacturer | Model | Description | Identification #(s) | Source of Funding | Title Holder | Date of Delivery | Quantity | Individual Item Costs | % of Federal Participation in the cost | Current Physical Location | Use | Readiness Condition |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Agency Name | Agency County | 2027 | Manufacturer | Model | Brief Description | Identification Number (Serial #) | SCCG | Agency Name | 08/15/2026 | 1 | $20,000.00 | 100% | Physical Address | Choose from Local, Regional, Statewide, or National | Mission Capable |

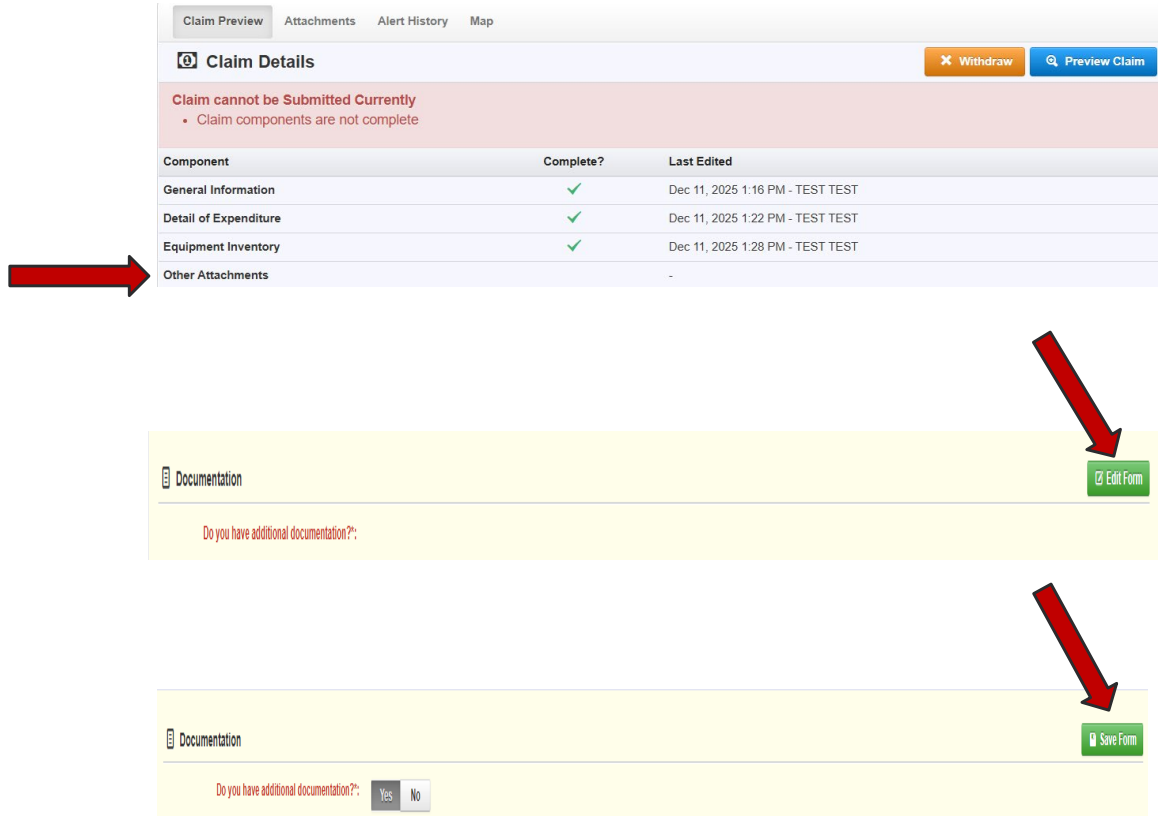
# Reimbursement Requests (Claims)

- Select “Attachments”



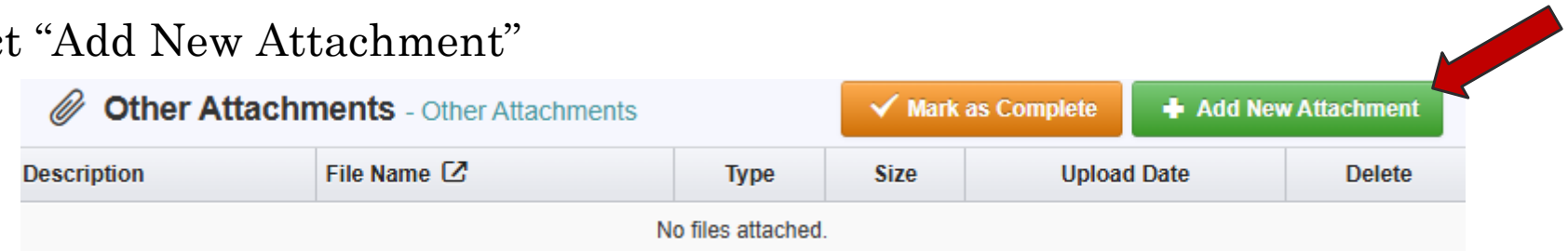
# Reimbursement Requests (Claims)

- Select the "**Attachments**" Claim Component
  - Attachments could include: Payroll documentation (paycheck stubs), timesheets or payroll certification form, current fringe benefit rate sheets, additional documentation(i.e., cancelled checks, invoices, and signed proof of delivery, training certificates)
  - Select "Edit Form", to answer the question regarding additional documentation
  - Answer the question, "Do you have additional documentation?" Yes/No
  - Select "Save Form" – either button works

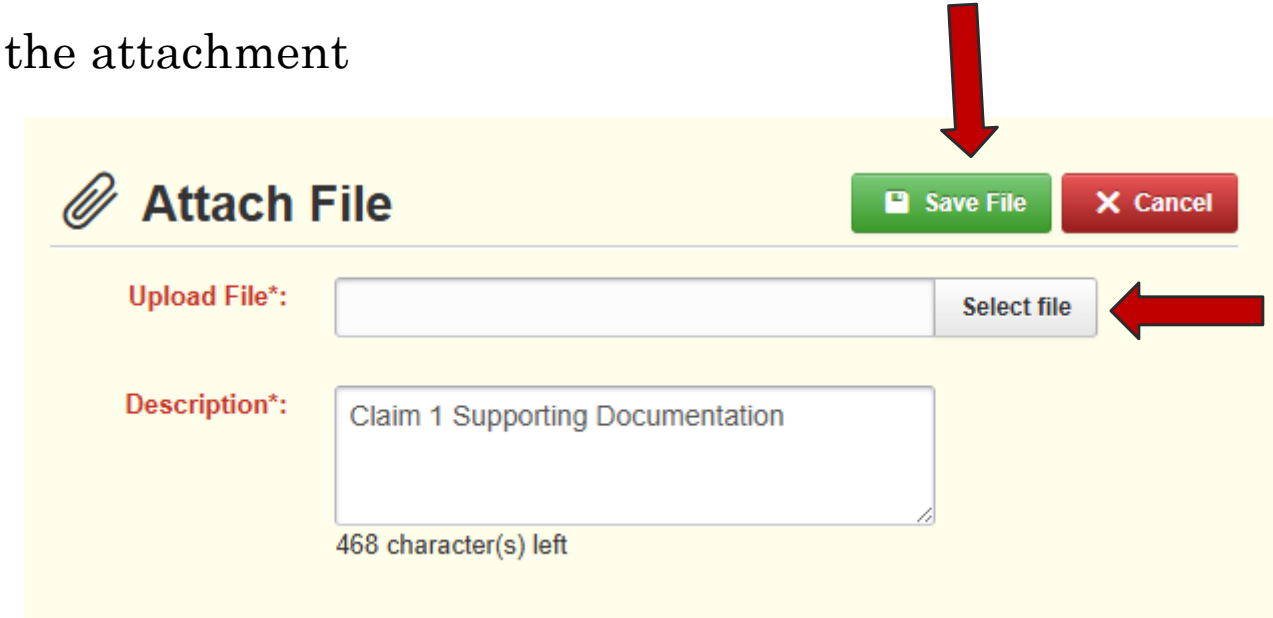


# Reimbursement Requests (Claims)

- Select “Add New Attachment”

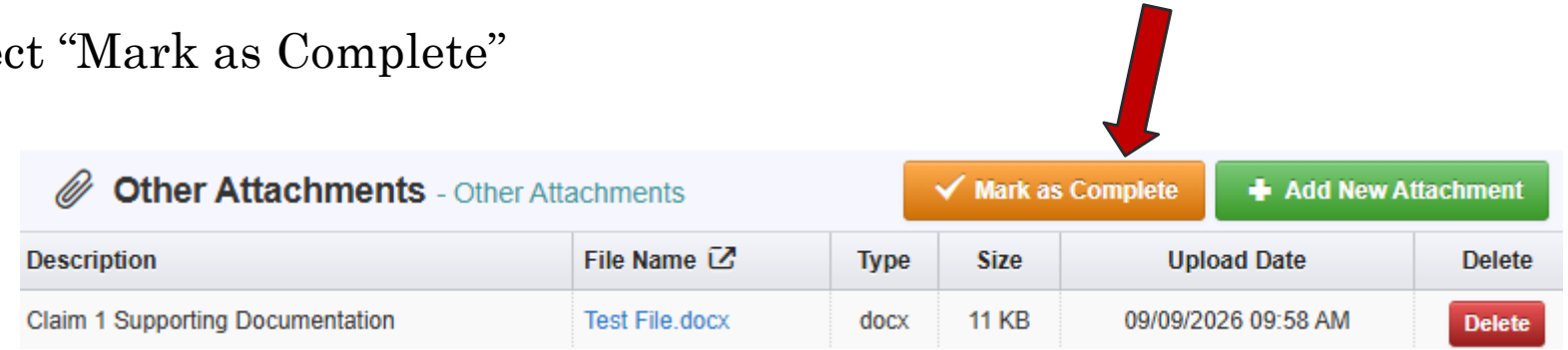



- Select “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



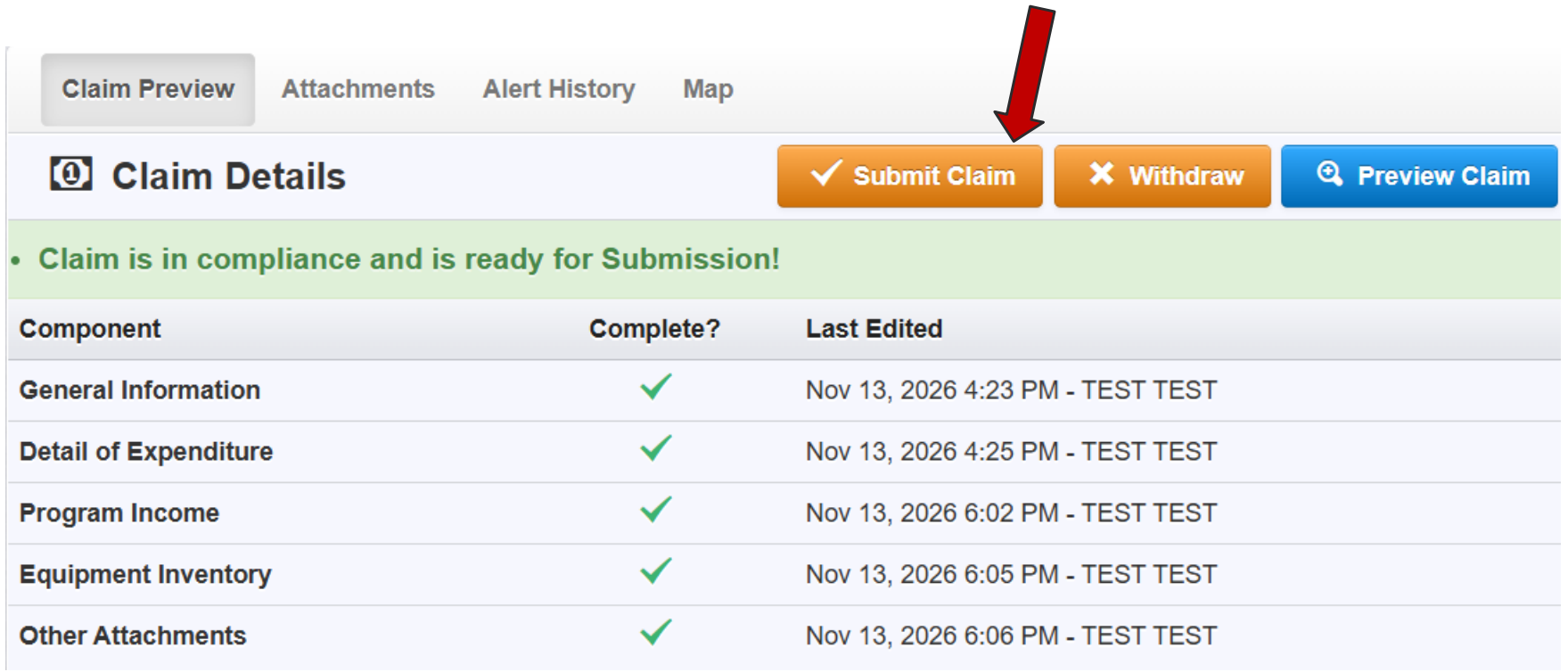
# Reimbursement Requests (Claims)

- Select “Mark as Complete”



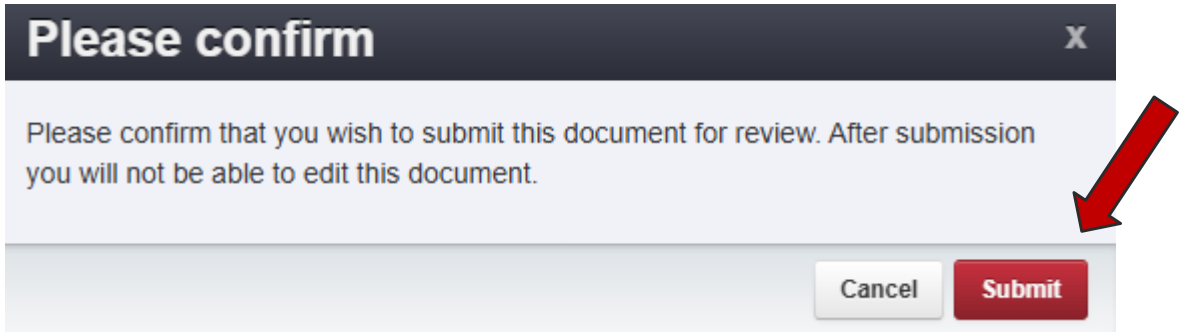
# Reimbursement Requests (Claims)

- When all Claim Components have been completed, select “Submit Claim”



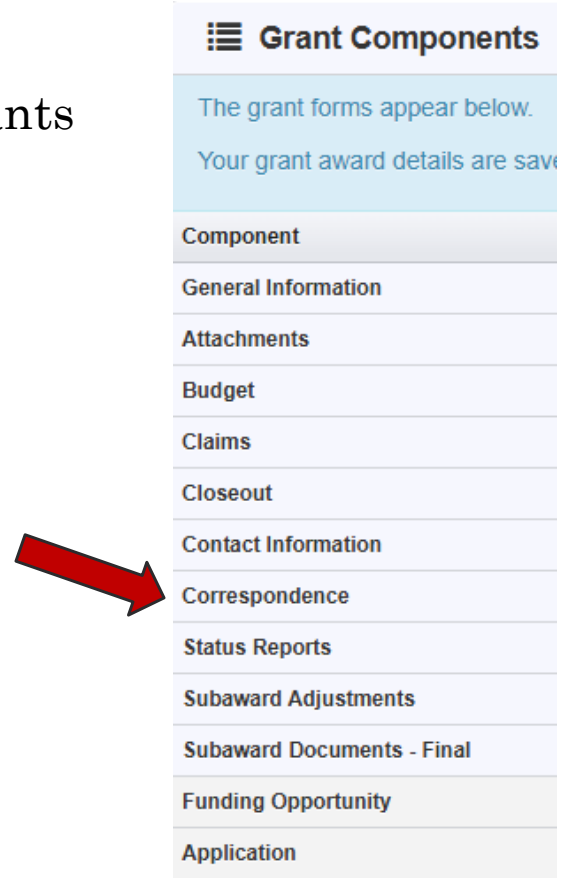
# Reimbursement Requests (Claims)

- A pop-up box will ask if you are ready to submit the claim
  - If you are sure, select “Submit”

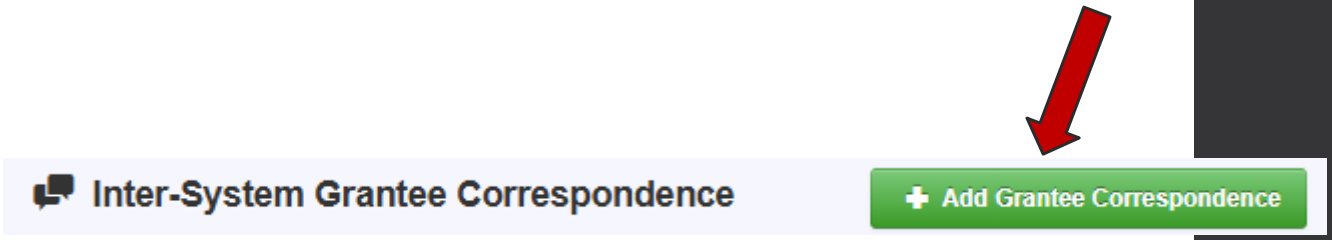


# Correspondence

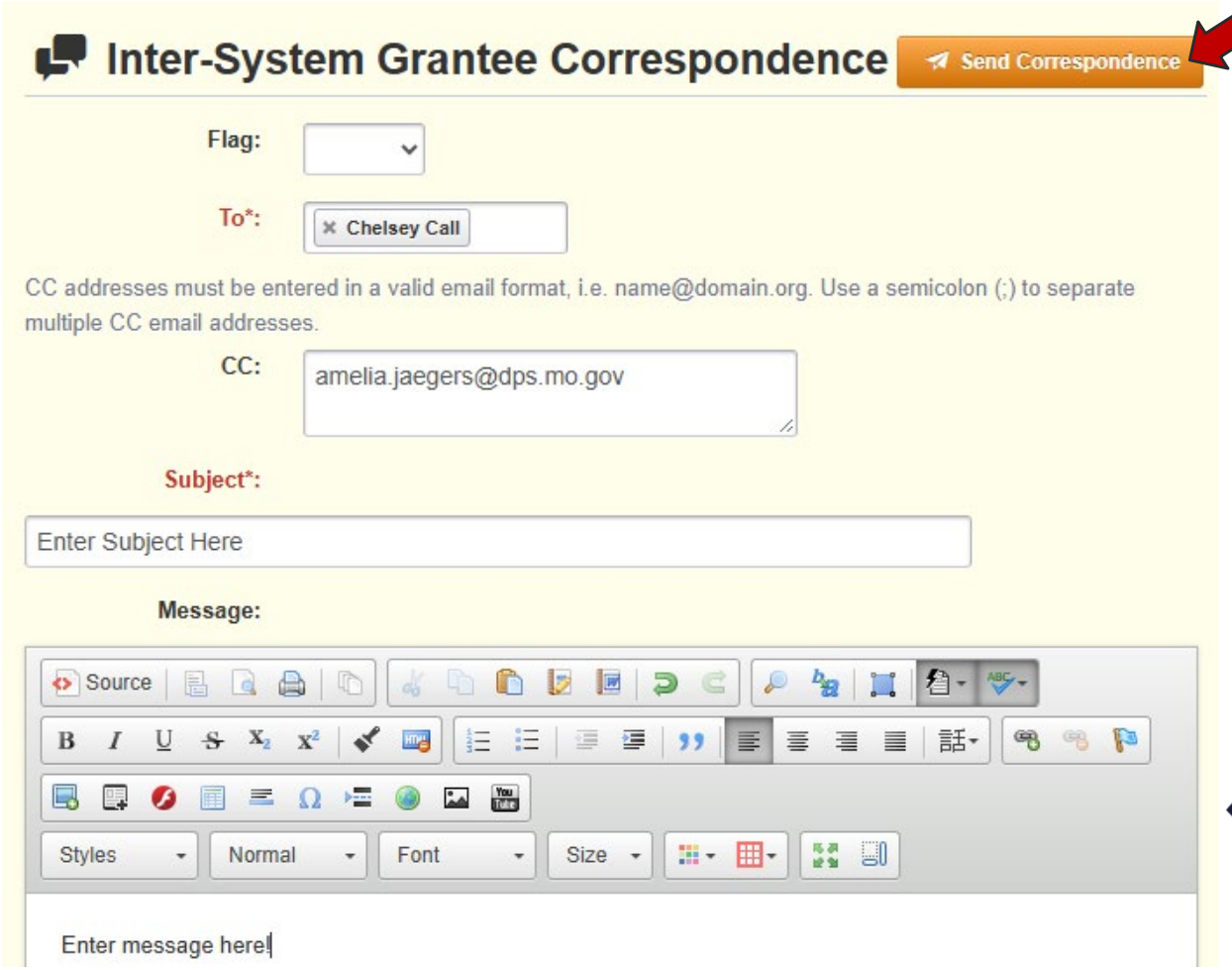
- Correspondence Component of the grant should be used for contacting the DPS/OHS with approval requests, questions, pertinent information, etc. regarding your grant
- Select “Correspondence” component in WebGrants



# Correspondence




- To create new correspondence, select "Add Grantee Correspondence"
- To: Select who you would like to send the message to (multiple people can be selected)
- CC: Add any additional people you would like to include in the message
- Subject: Enter a subject for your message
- Message: Type your message

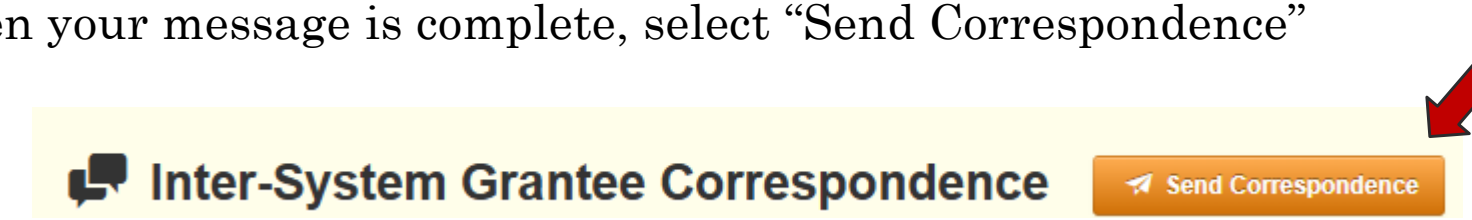


# Correspondence

- Attachment(s) can be included in your correspondence
- If you would like to add an attachment, select “Select File”
  - Locate and select the file you would like to attach on your computer




- When your message is complete, select “Send Correspondence”

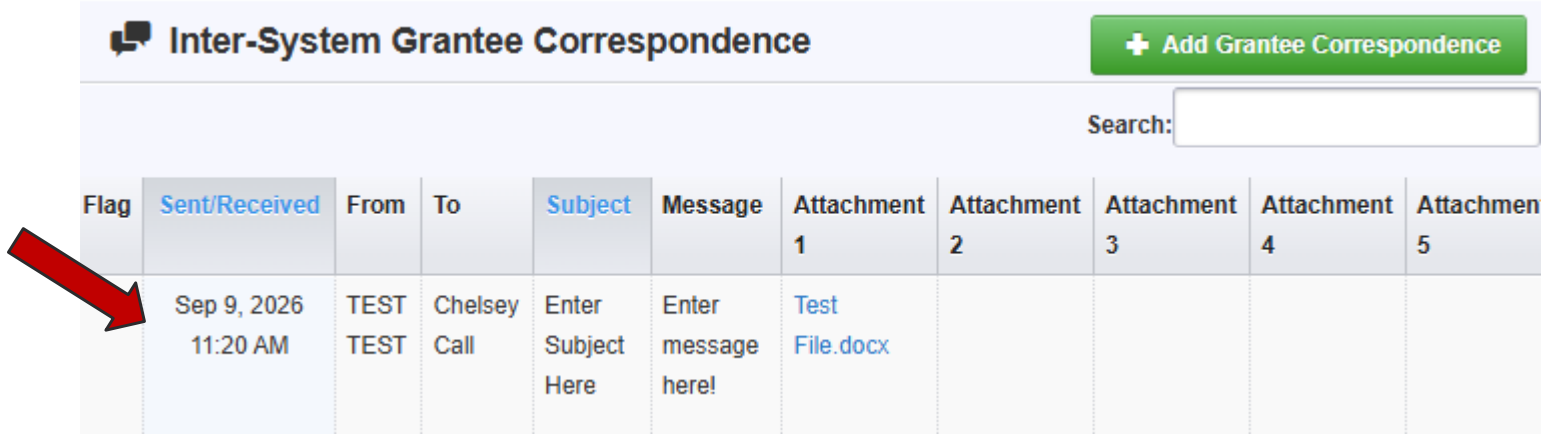


# Correspondence

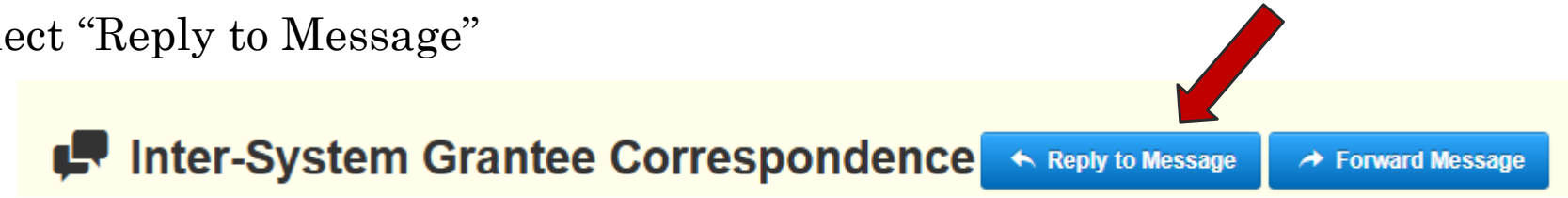
- Correspondence sent through WebGrants automatically forwards to the user's email associated with their WebGrants profile
- Correspondence will be received from dpswebgrants@dpsgrants.dps.mo.gov in your email
- To reply, you **MUST** login to WebGrants and reply through the Correspondence Component
  - **DO NOT REPLY TO CORRESPONDENCE FROM YOUR EMAIL**
    - Your reply will return to a general inbox rather than the intended recipient and will delay response time

# Correspondence

- To reply to correspondence, select the correspondence you want to reply to




- Select “Reply to Message”

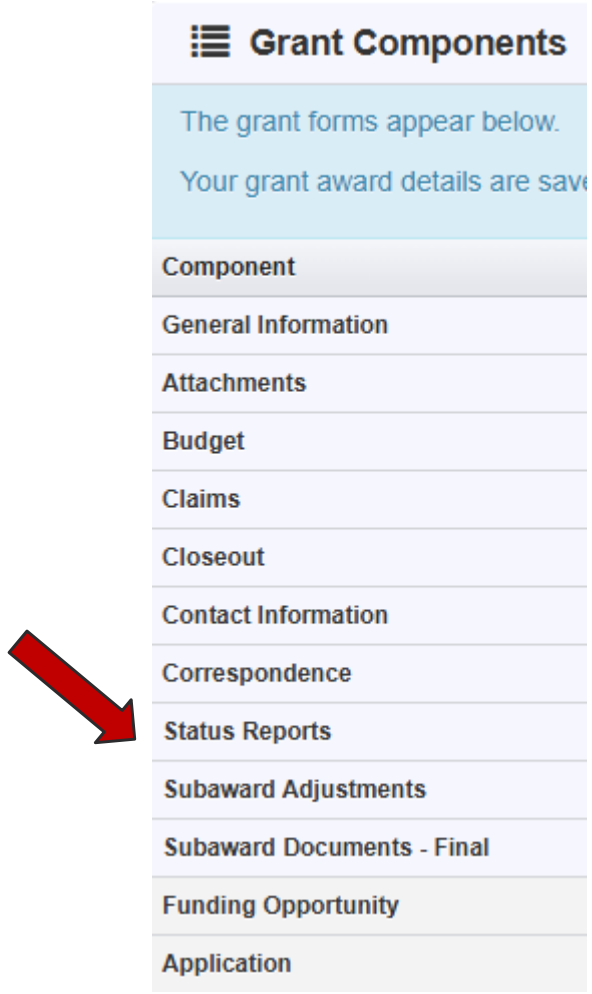


# Status Reports

- Status Reports must be submitted quarterly
- Status Reports will be completed in the “Status Report” Component of WebGrants
- Status Reports will be submitted quarterly
  - Due: **October 10** (July 1 – September 30)
  - Due: **January 10** (October 1 – December 31)
  - Due: **April 10** (January 1 – March 31)
  - Due: **July 10** (April 1 – June 30)
    - Final Status Report

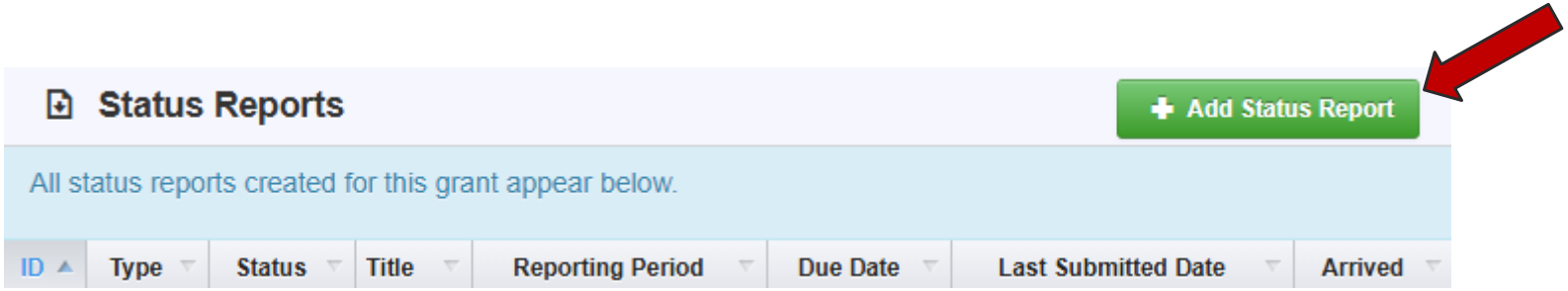
# Status Reports

- Select “Status Reports”



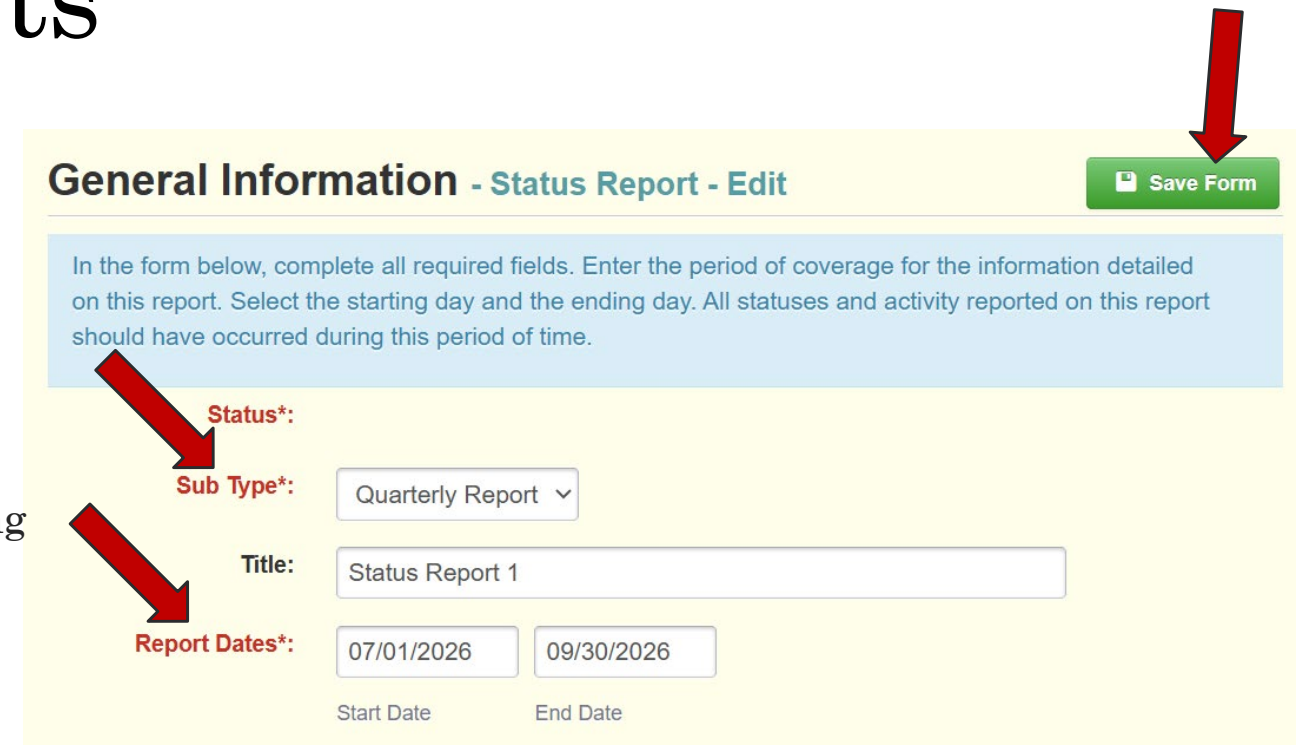
# Status Reports

- Select “Add Status Report”



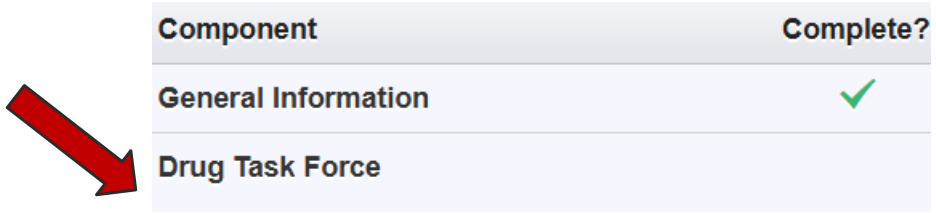
# Status Reports

- Complete the “General Information” form
  - Sub Type – Select “Quarterly Report”
  - Title – Enter Status Report Number (Example: Status Report 1)
  - Report Dates – Enter the reporting period dates
  - Select “Save Form”



# Status Reports

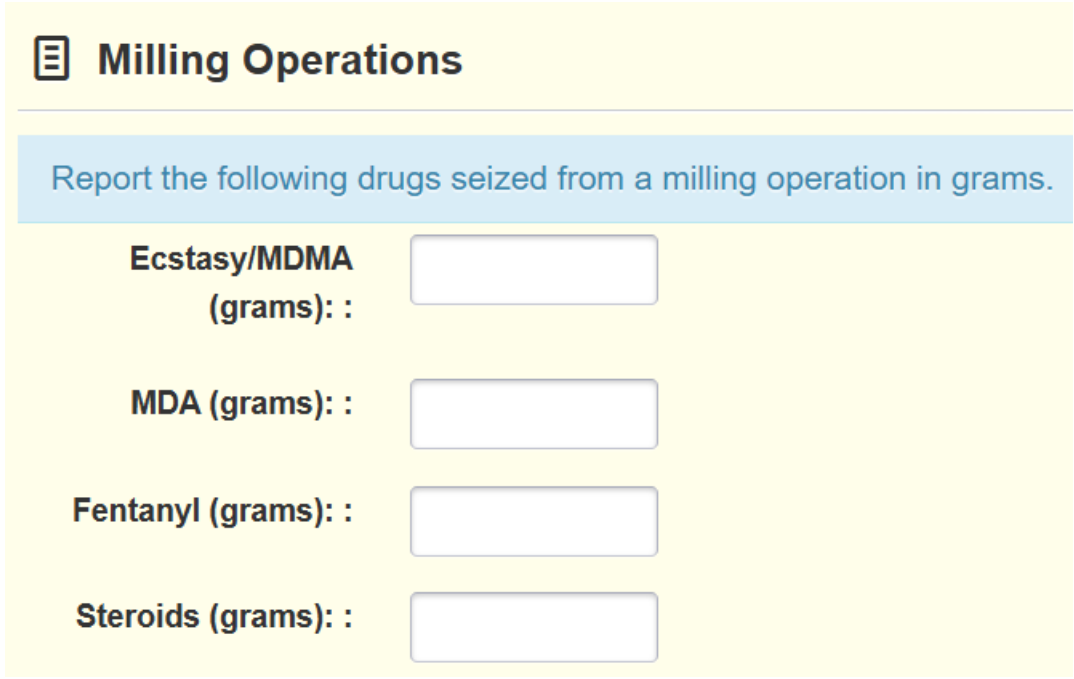
- Select “Drug Task Force”




- All data in the “Drug Task Force” should correspond to activities occurring within the reporting period, unless specifically stated otherwise
- DO NOT duplicate statistical data that has or will be reported by another agency

# Status Reports

- NEW: Milling Operations
  - Complete the sections will the amounts (in grams) that were seized from a Milling Operation
    - Ecstasy/MDMA
    - MDA
    - Fentanyl
    - Steroids



# Status Reports

- Complete the "Grant Progress" section of the Status Report
  1. Do you anticipate any changes to the scope of the project? **Yes/No**

**If YES:**

1a. Select from the drop-down, which project you anticipate the changes on.

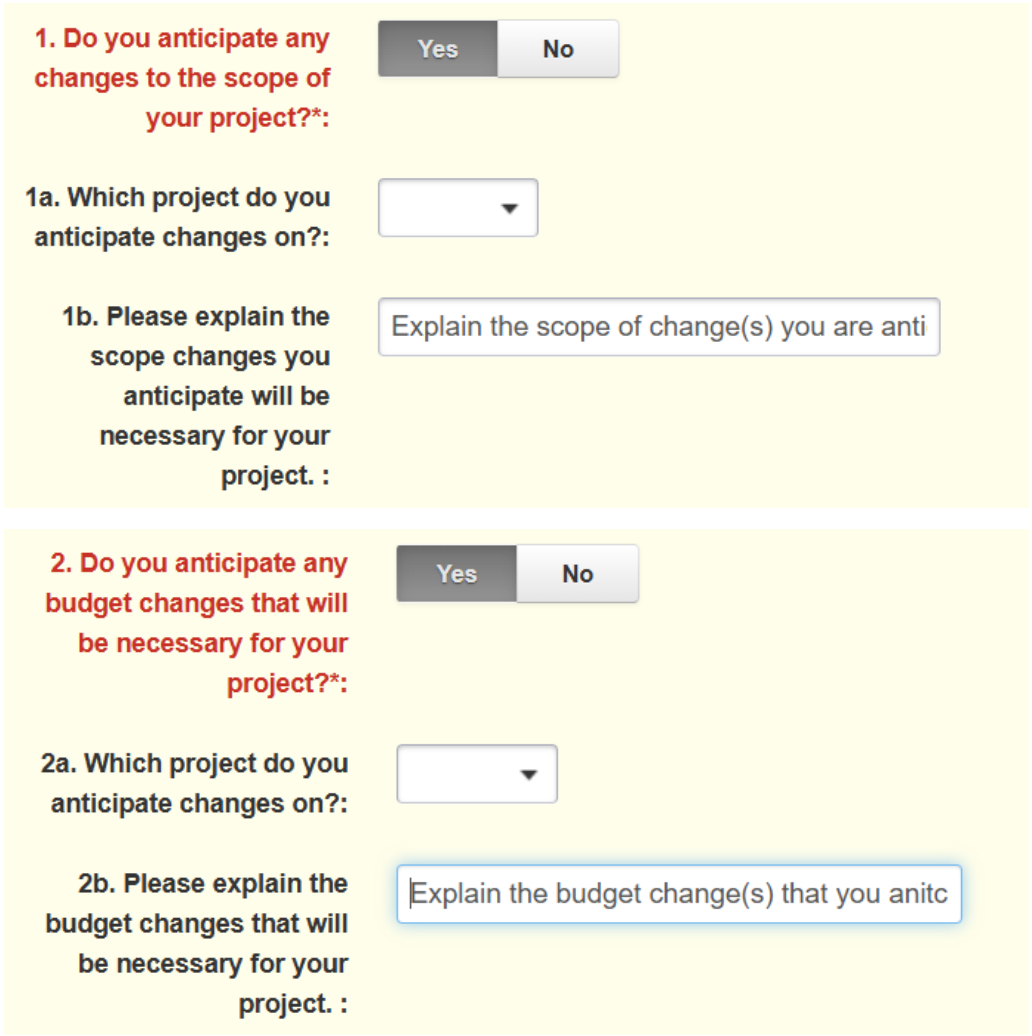
1b. Please explain the scope changes you anticipate will be necessary for your project.

2. Do you anticipate any budget changes that will be necessary for your project? **Yes/No**

**If YES:**

2a. Select from the drop-down, which project you anticipate changes on.

2a. Please explain the budget changes that will be necessary for your project.



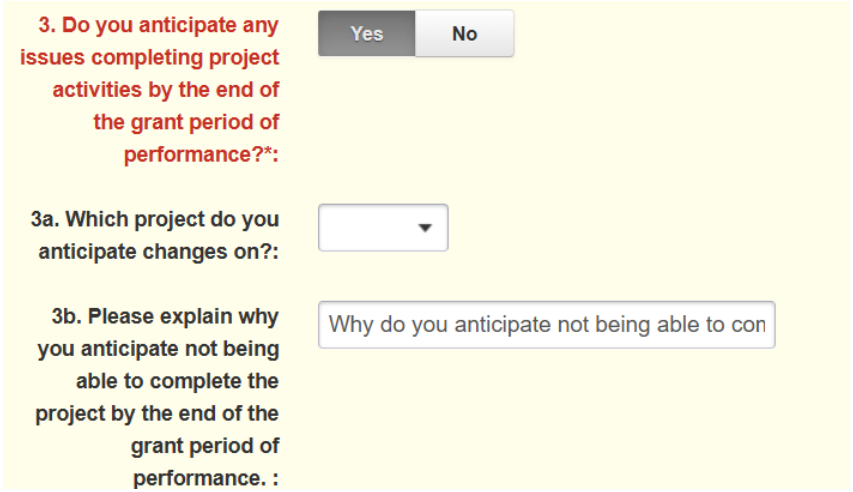
# Status Reports

- Complete the "Project Progress" section of the Status Report
  3. Do you anticipate any issues completing project activities by the end of the grant period of performance? **Yes/No**

**If YES:**

3a. Select from the drop-down, which project you anticipate changes on.

3b. Please explain why you anticipate not being able to complete the project by the end of the grant period of performance.

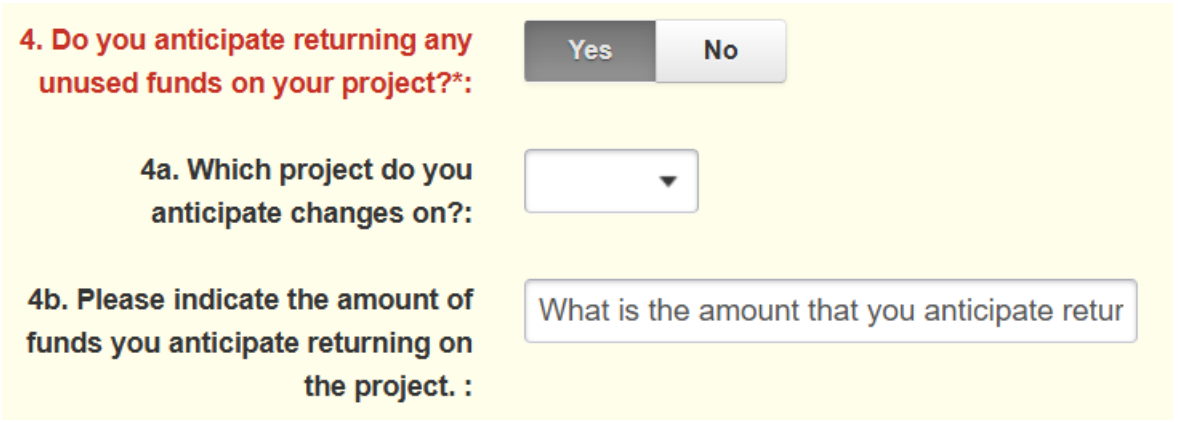



4. Do you anticipate returning any unused funds on your project? **Yes/No**

**If YES:**

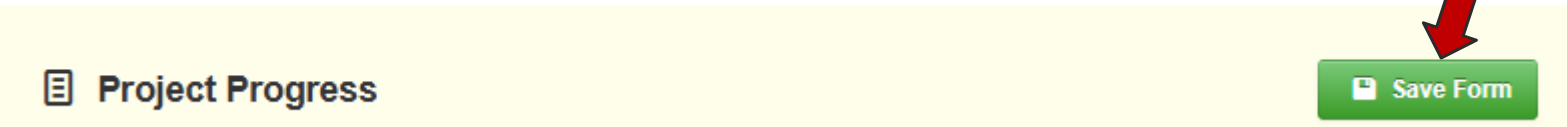
4a. Select from the drop-down, which project you anticipate changes on.

4b. Please indicate the amount of funds you anticipate returning on the project.



# Status Reports

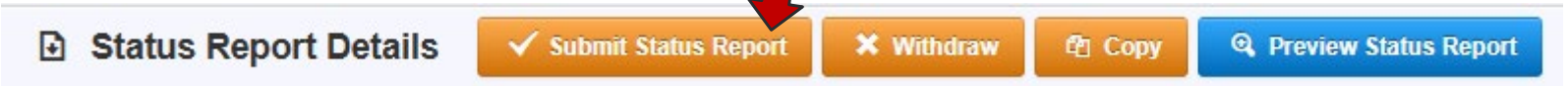
- Select “Save Form” when you completed the “Project Progress” section of the Status Report




- Select “Mark as Complete”

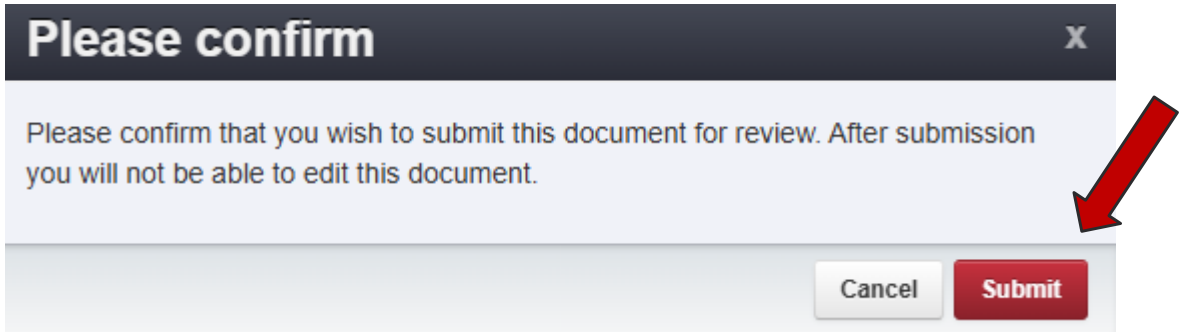



- Select “Submit Status Report”



# Status Reports

- A pop-up box will ask if you are ready to submit the Status Report
  - If you are sure, select “Submit”



# Performance Measurement Tool (PMT)

- Once your agency is expending federal funds (funds are being reimbursed on the federal grant), you must complete a PMT report
  - Reports are to be completed and submitted quarterly, like status reports
    - October 15 (July 1 – September 30)
    - January 15 (October 1 – December 31)
    - April 15 (January 1 – March 31)
    - July 15 (April 1 – June 30)
  - You will be emailed a reminder when a PMT report is to be completed by your Grant Specialist

**NOTE**: PMT is moving into the JustGrants system, additional information and directions will follow, once the transition has completed

# Subaward Adjustments

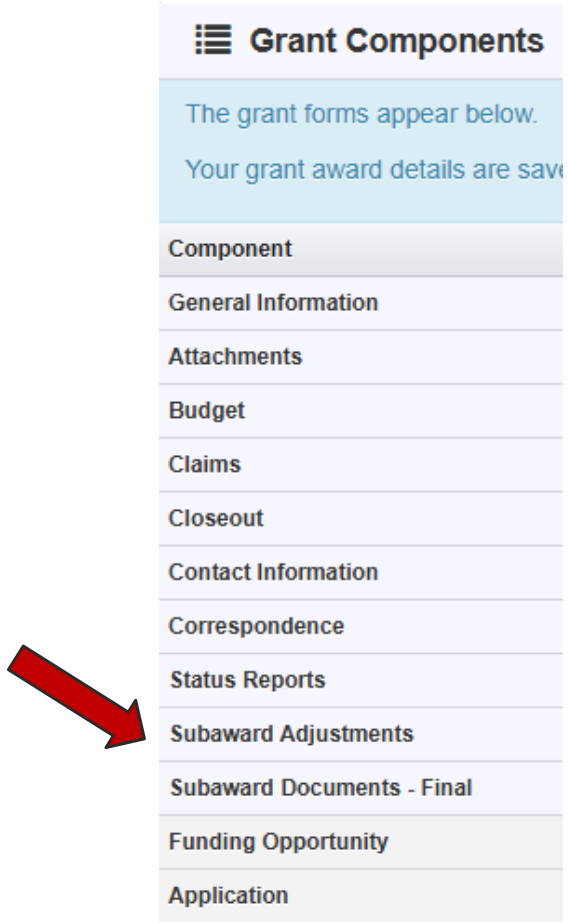
- Information Bulletin 3: Policy on Budget Modifications, Program Changes, Subaward Adjustments, Status Reports and Return of Funds discusses Subaward Adjustments

- Two types of revisions
  1. Budget Revisions – Choose Budget Revision in WebGrants
     - Transfer of funds between existing budget lines
     - Adding new budget lines
     - Changes in the quantity of an existing budget line item
     - Changes to the specifications of an existing budget line item
  2. Program Revisions – Choose Program Revision in WebGrants
     - Changes in key personnel (Authorized Official, Project Director, Fiscal Officer, or Project Contact Person)
     - Change in period of performance (extensions to the grant period)

- Both budget and program revisions must be submitted through WebGrants as a Subaward Adjustment and must be approved by the DPS/OHS prior to obligating or expending the grant funds

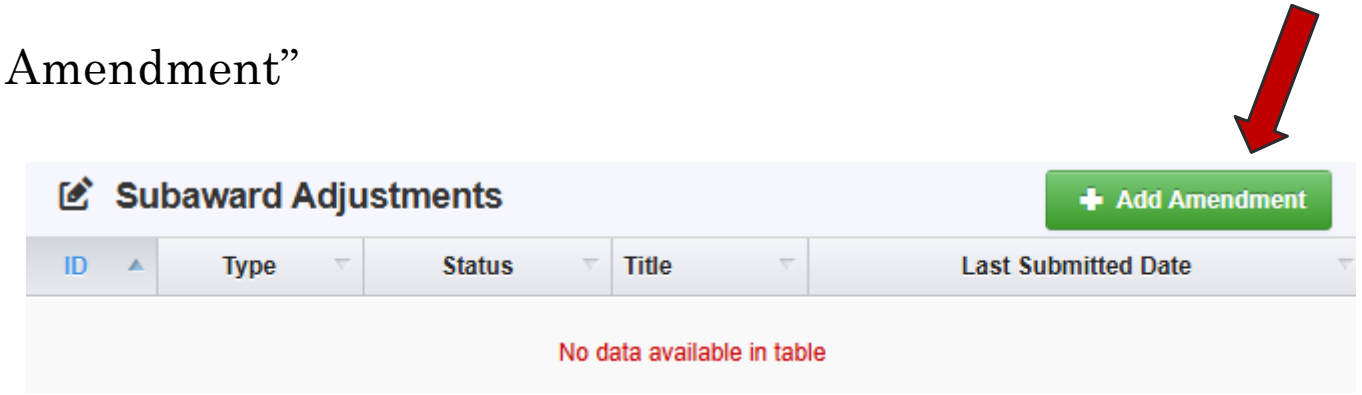
# Subaward Adjustments

- Select “Subaward Adjustments”



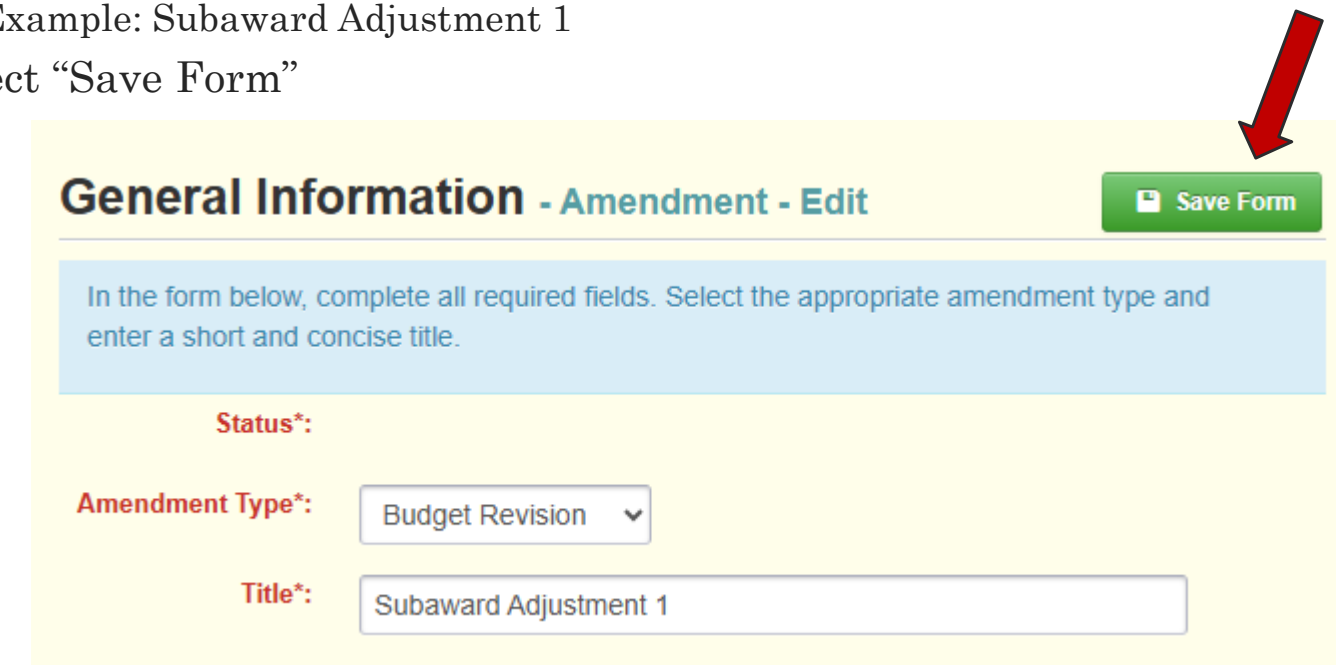
# Subaward Adjustments

- Select “Add Amendment”



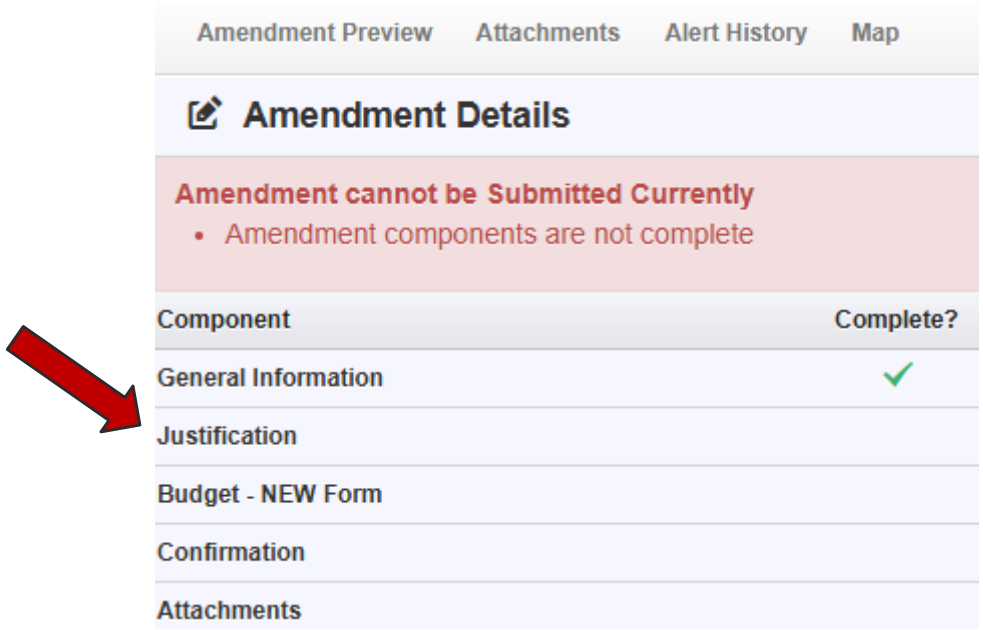
# Subaward Adjustments

- Complete the "General Information" form
  - Amendment Type – Select from dropdown the type of revision you are submitting (Budget Revision or Program Revision)
  - Title – Enter the number of the revision as the title
    - Example: Subaward Adjustment 1
  - Select "Save Form"



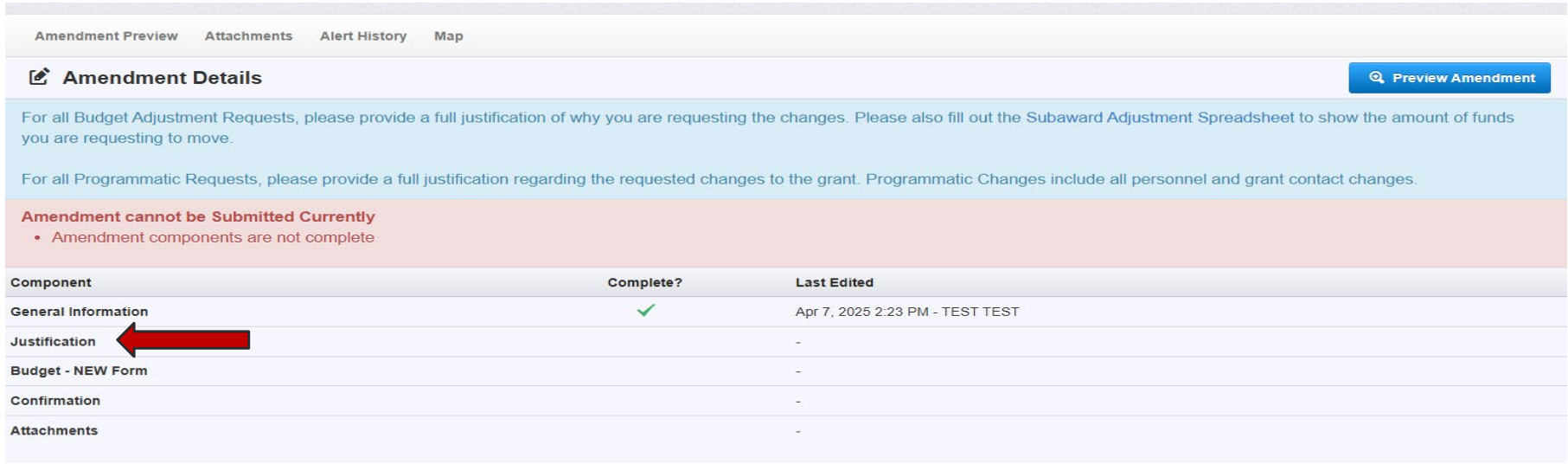
# Subaward Adjustments

- Select “Justification” from the Subaward Adjustment Components



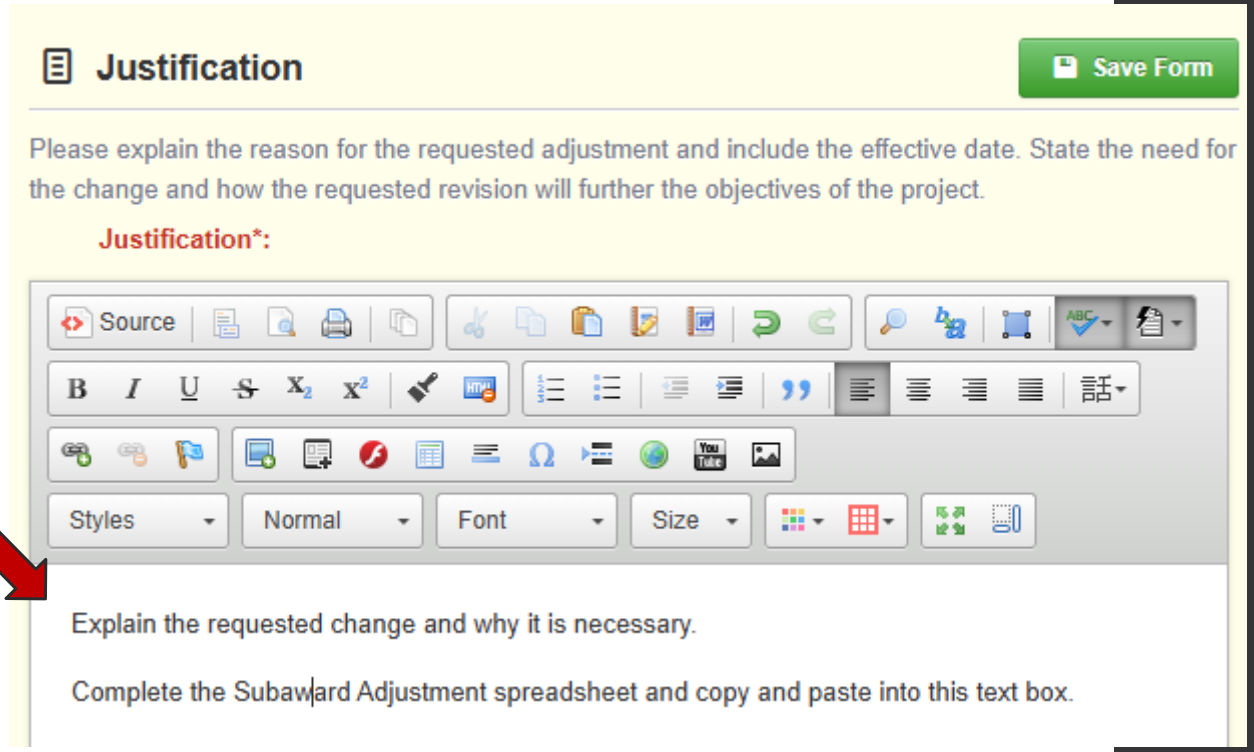
# Subaward Adjustments

- Complete all Subaward Adjustment Components by selecting the Component
  - Justification
  - Budget
  - Confirmation
  - Attachments
- All components must be marked “Complete” before you can submit the Subaward Adjustment



# Subaward Adjustments

- Utilizing the text box, provide a justification for the requested revision
  - Explain the changes that are requested and why they are necessary
  - If you are requesting a Budget Revision, a **Subaward Adjustment spreadsheet will need to be completed and copied into the justification**
    - The Subaward Adjustment spreadsheet details the budget of the current project and provides a breakdown of the requested changes
    - Please include all budget lines in the spreadsheet



# Subaward Adjustments

- Subaward Adjustment Spreadsheet Instructions
  - Utilizing information from your project and the "Budget" as shown in WebGrants, complete the spreadsheet
    - Line Number – Insert the budget line numbers found in the Name field of the "Budget"
    - Current Budget – Insert the amounts for each budget line in the Requested Costs field of the "Budget"
    - Requested Change – This is where you will demonstrate the change that is being requested
      - For each budget line, you will either add, subtract, or reflect a $0.00 amount based on where you are requesting to move funds on your project
    - Updated Budget – This field will automatically calculate based on the Current Budget amounts and the Requested Change amounts that have been entered
    - Notes – Provide a brief explanation to explain the revision for each budget line

| Name | Position Title | Position Status | Employment Status | Requested Personnel Cost |
|---|---|---|---|---|
| 1001 - Task Force Officer Salary | Task Force Officer (2) | Existing | Full Time | $100,000.00 |
| | | | | **$100,000.00** |

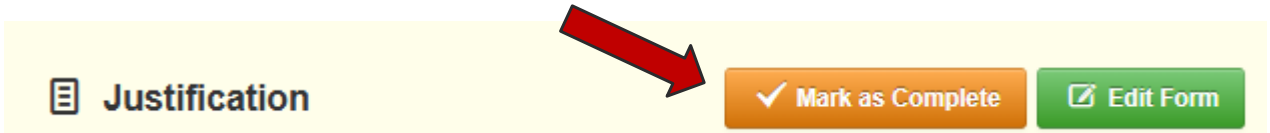
# Subaward Adjustments

- Subaward Adjustment Spreadsheet Example

| Line Number | Current Budget | Requested Change | Updated Budget | Notes |
|---|---|---|---|---|
| 1001 | $100,000.00 | $2,000.00 | $102,000.00 | Insert notes to explain to revision for this budget line |
| 2001 | $50,000.00 | ($1,500.00) | $48,500.00 | Insert notes to explain to revision for this budget line |
| 10001 | $40,000.00 | ($500.00) | $39,500.00 | Insert notes to explain to revision for this budget line |
| | $190,000.00 | $0.00 | $190,000.00 | |

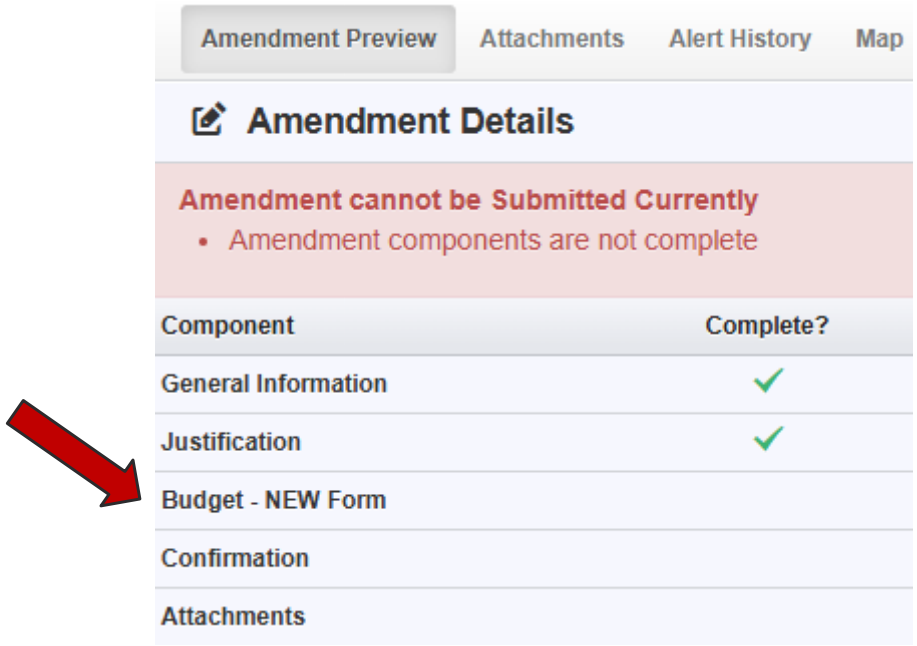
# Subaward Adjustments

- When you have completed the “Justification”, select “Mark as Complete”



# Subaward Adjustments

- Select “Budget” from the Subaward Adjustment Components
  - This will only show and be required for “Budget Revisions”



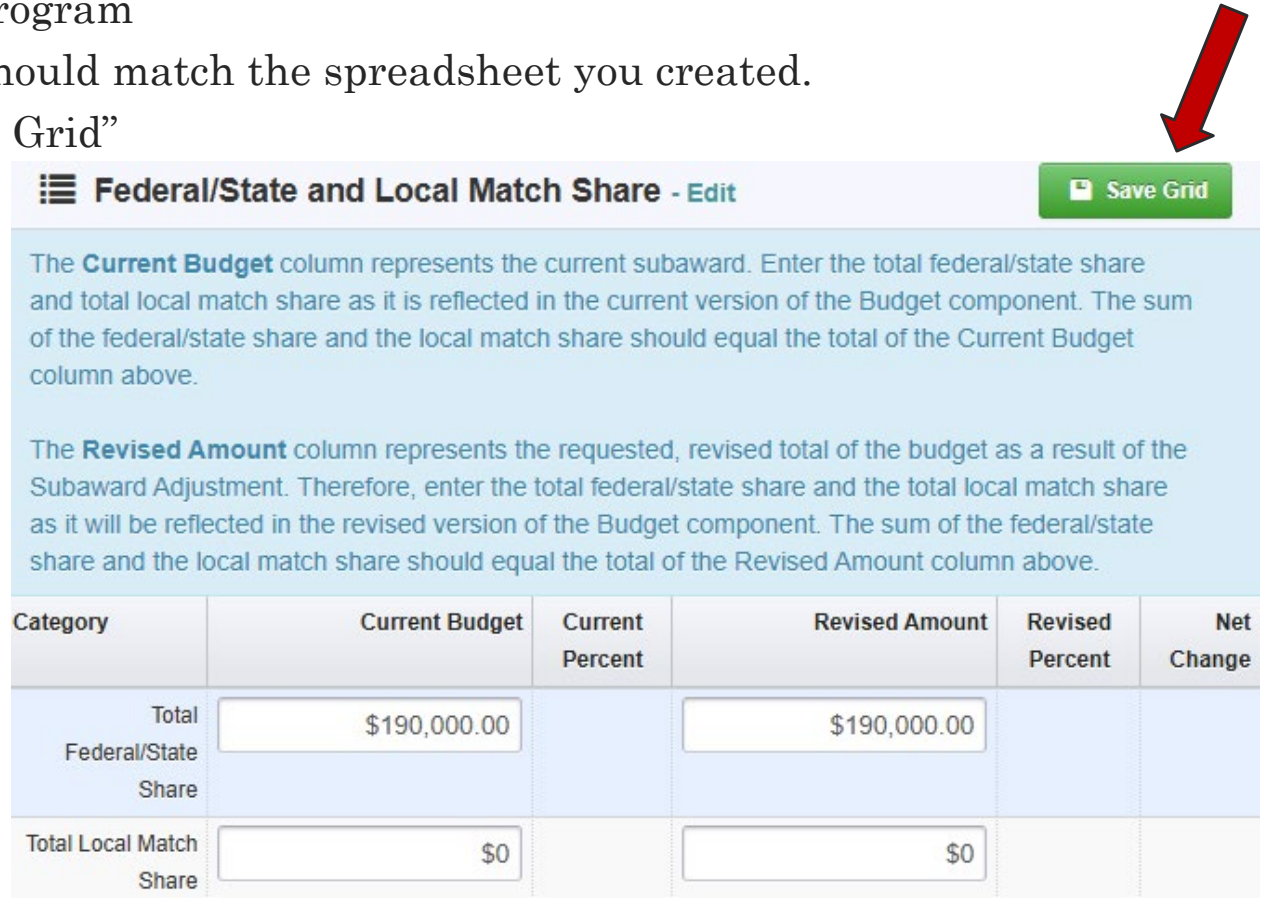
# Subaward Adjustments

- Adjust the "Budget" form lines to mirror the changes that are requested
  - Enter the total cost of each budget category as it is reflected in the current version of your "Budget"
  - The sum of the Current Budget column will equal your current budget total
- The Revised Amount column represents the requested budget amount for each budget category after the requested changes are made
  - Enter the total cost of each budget category after the requested changes are made
  - The sum of the Revised Amount column will equal the total of your budget after the requested changes

| Category | Current Budget | Revised Amount | Net Change |
|---|---|---|---|
| Personnel | $100,000.00 | $102,000.00 | |
| Personnel Benefits | $50,000.00 | $48,500.00 | |
| Personnel Overtime | $0 | $0 | |
| Personnel Overtime Benefits | $0 | $0 | |
| Volunteer Match | $0 | $0 | |
| Travel/Training | $0 | $0 | |
| Equipment | $40,000.00 | $39,500.00 | |
| Supplies/Operations | $0 | $0 | |
| Contractual | $0 | $0 | |
| Renovation/Construction | $0 | $0 | |
| Indirect Costs | $0 | $0 | |

# Subaward Adjustments

- Enter budget totals into the "Federal/State and Local Match Share" section
  - Only complete the "Total Federal/State Share" column as there is no match with this grant program
  - The totals should match the spreadsheet you created.
  - Select "Save Grid"



**Federal/State and Local Match Share** - Edit

Save Grid

The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.

The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.

| Category | Current Budget | Current Percent | Revised Amount | Revised Percent | Net Change |
|---|---|---|---|---|---|
| Total Federal/State Share | $190,000.00 | | $190,000.00 | | |
| Total Local Match Share | $0 | | $0 | | |

# Subaward Adjustments

- Review the "Budget" Component and if everything looks correct, select "Mark as Complete"

| Category | Current Budget | Revised Amount | Net Change |
|---|---|---|---|
| Personnel | $100,000.00 | $102,000.00 | $2,000.00 |
| Personnel Benefits | $50,000.00 | $48,500.00 | $-1,500.00 |
| Personnel Overtime | $0.00 | $0.00 | $0.00 |
| Personnel Overtime Benefits | $0.00 | $0.00 | $0.00 |
| Volunteer Match | $0.00 | $0.00 | $0.00 |
| Travel/Training | $0.00 | $0.00 | $0.00 |
| Equipment | $40,000.00 | $39,500.00 | $-500.00 |
| Supplies/Operations | $0.00 | $0.00 | $0.00 |
| Contractual | $0.00 | $0.00 | $0.00 |
| Renovation/Construction | $0.00 | $0.00 | $0.00 |
| Indirect Costs | $0.00 | $0.00 | $0.00 |
| TOTAL | $190,000.00 | $190,000.00 | $0.00 |

Last Edited By: TEST TEST - Sep 18, 2026 2:10 PM

Edit Grid

**Federal/State and Local Match Share** - Grid

Mark as Complete | Edit Grid

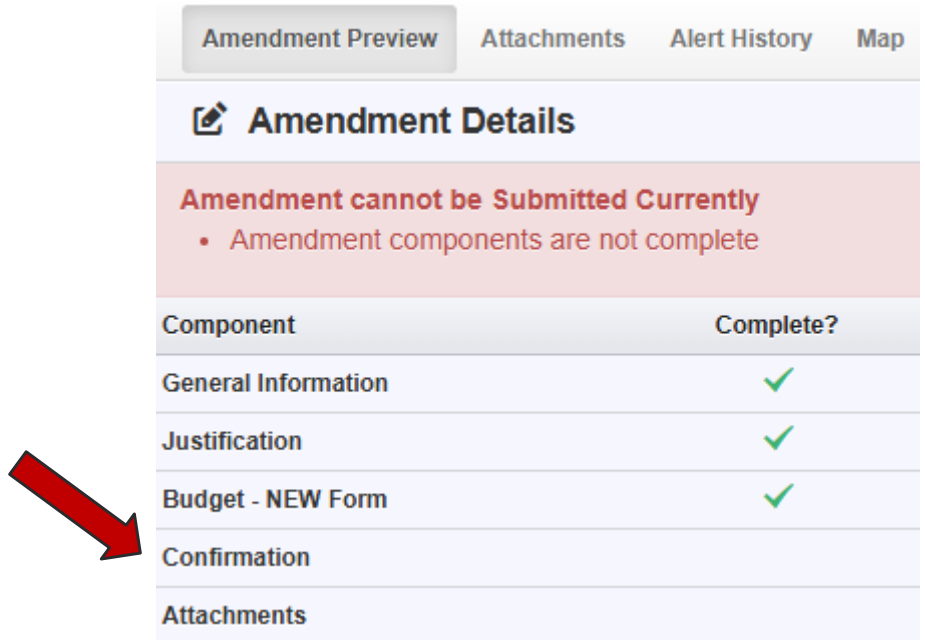
The **Current Budget** column represents the current subaward. Enter the total federal/state share and total local match share as it is reflected in the current version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Current Budget column above.

The **Revised Amount** column represents the requested, revised total of the budget as a result of the Subaward Adjustment. Therefore, enter the total federal/state share and the total local match share as it will be reflected in the revised version of the Budget component. The sum of the federal/state share and the local match share should equal the total of the Revised Amount column above.

| Category | Current Budget | Current Percent | Revised Amount | Revised Percent | Net Change |
|---|---|---|---|---|---|
| Total Federal/State Share | $190,000.00 | 100.00% | $190,000.00 | 100.00% | $0.00 |
| Total Local Match Share | $0.00 | 0.00% | $0.00 | 0.00% | $0.00 |

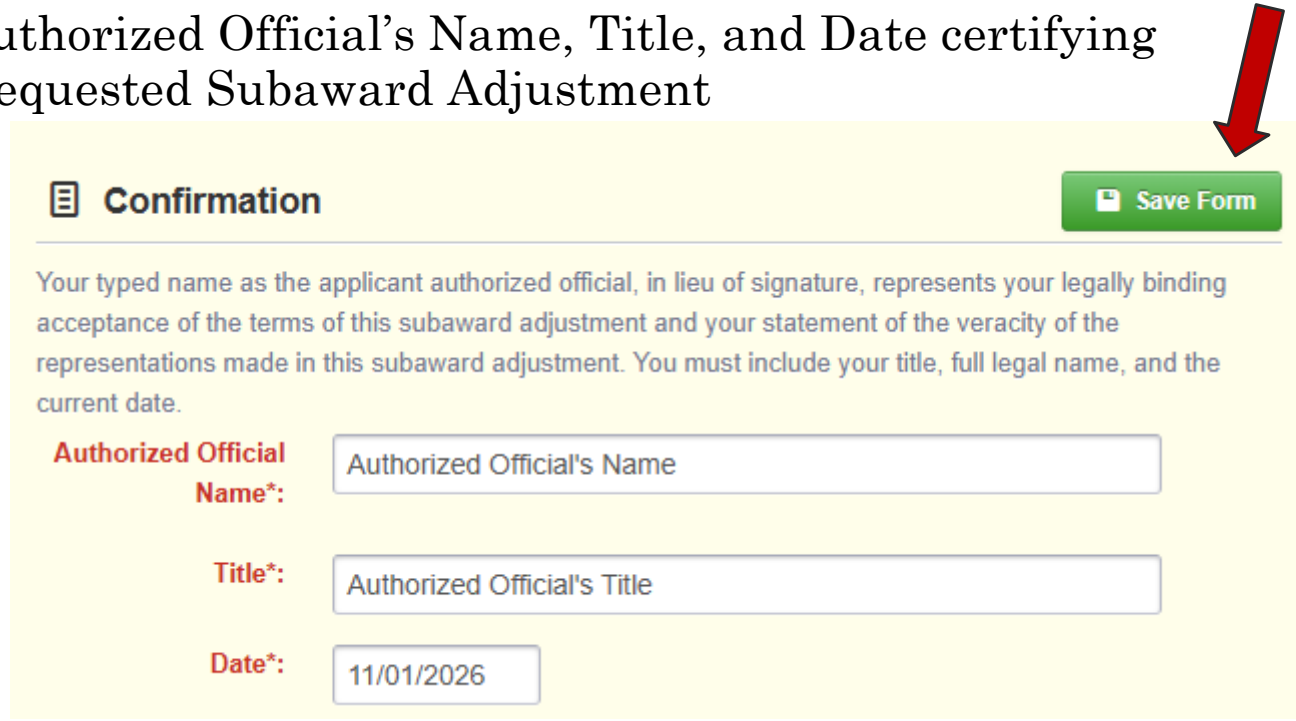
# Subaward Adjustments

- Select “Confirmation” from the Subaward Adjustment Components

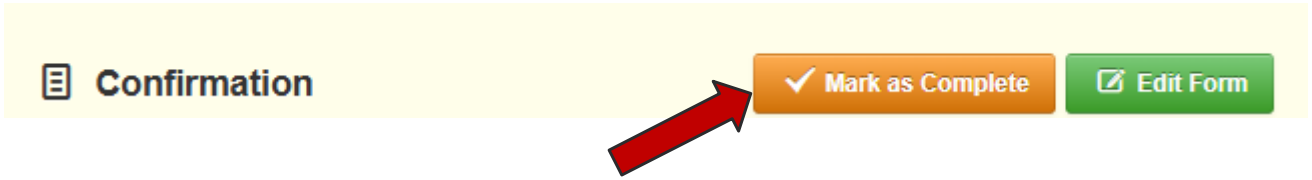


# Subaward Adjustments

- Complete with the Authorized Official's Name, Title, and Date certifying they approve of the requested Subaward Adjustment
- Select "Save Form"

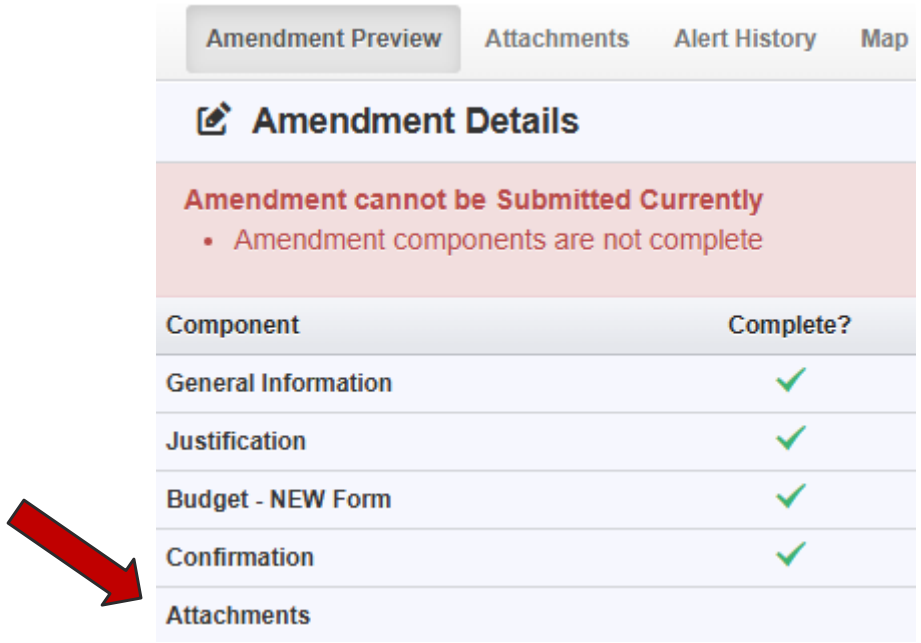



- Select "Mark as Complete"



# Subaward Adjustments

- Select “Attachments” from the Subaward Adjustment Components



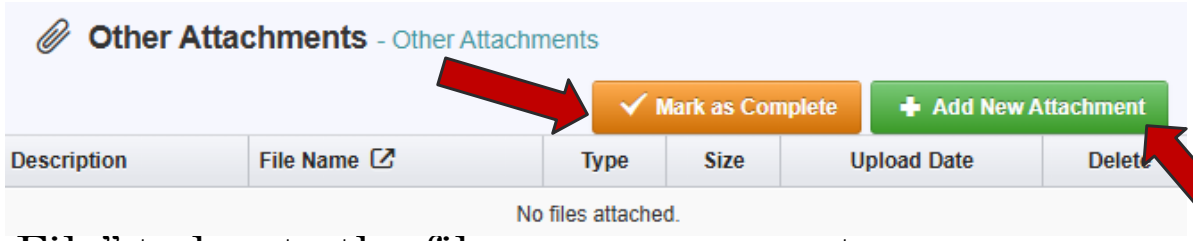
# Subaward Adjustments

- Select “Yes” if you have documentation to attach (i.e., updated quote, Subaward Adjustment spreadsheet, etc.)
- Select “No” if you don’t have any documentation to attach
- Select “Save Form”

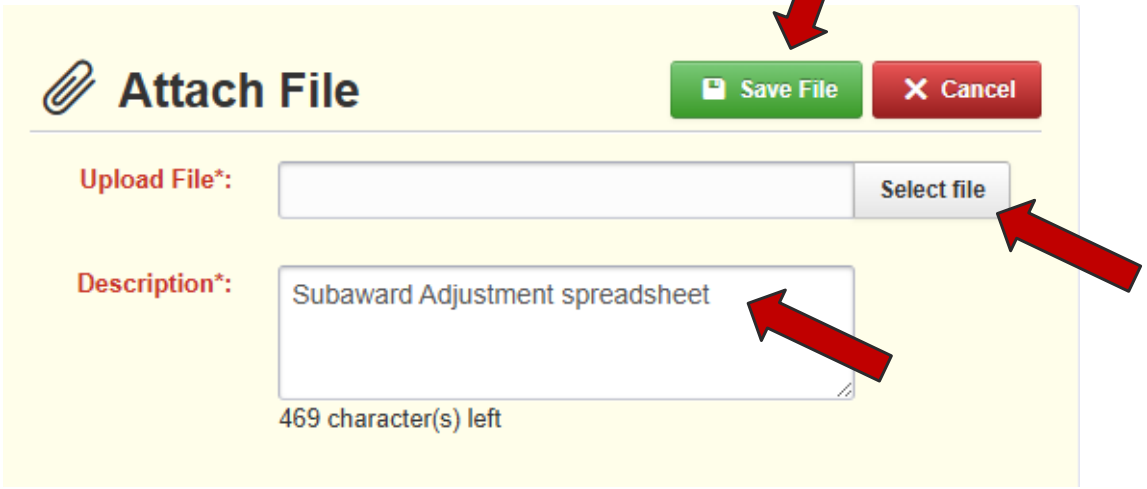


# Subaward Adjustments

- If you do have attachments, select “Add New Attachment”
- If you do not have attachments, select “Mark as Complete”

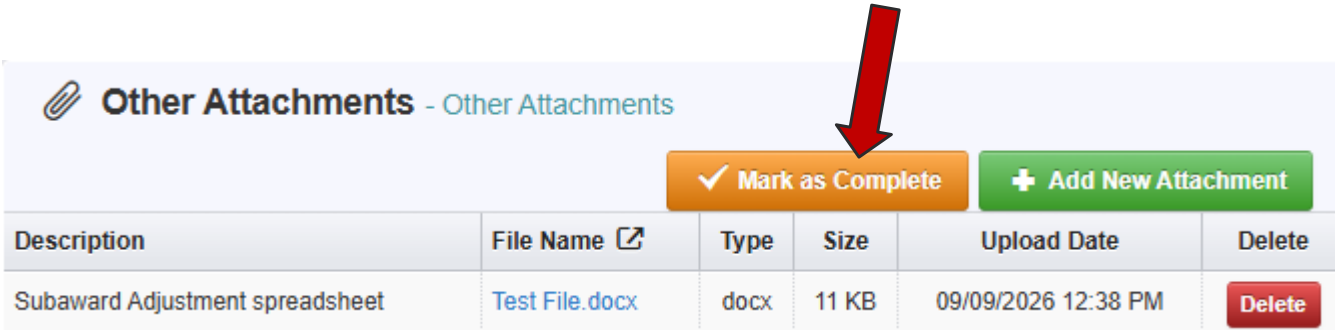



- Select, “Select File” to locate the file on your computer
- Enter a description of the attachment
- Select “Save File”



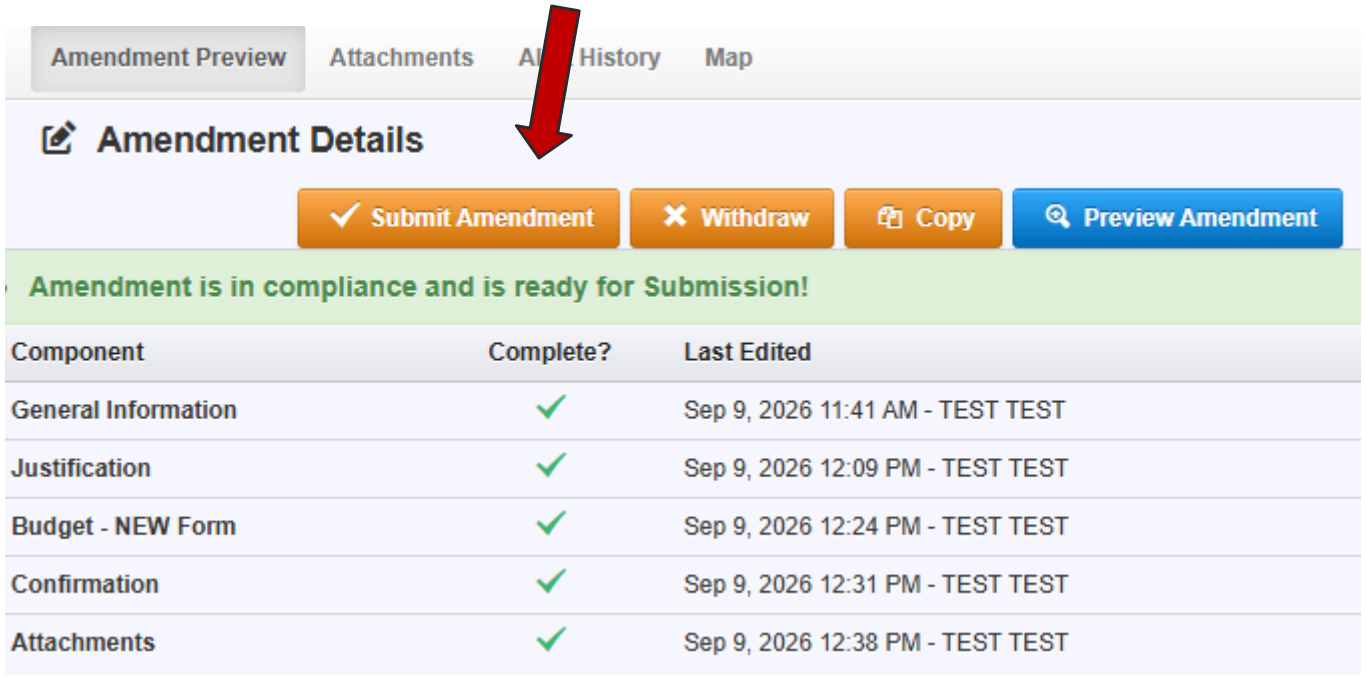
# Subaward Adjustments

- After attachments have been added, select “Mark as Complete”



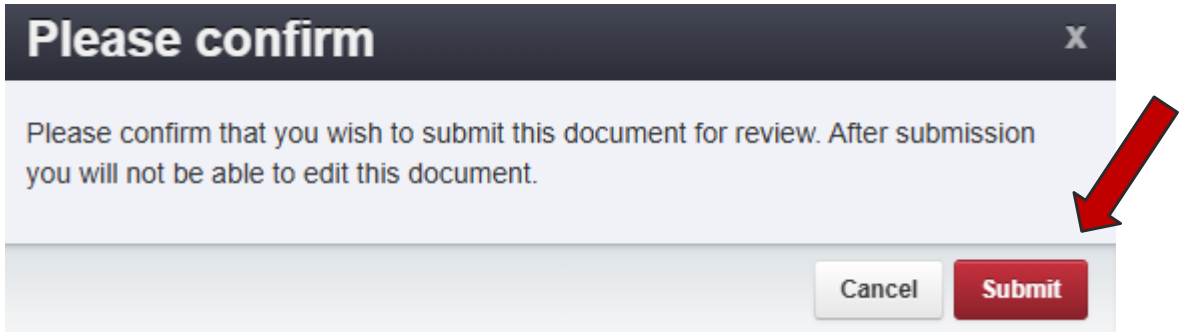
# Subaward Adjustments

- When all Subaward Adjustment Components have been completed, select "Submit Amendment"



# Subaward Adjustment

- A pop-up box will ask if you are ready to submit the Subaward Adjustment
  - If you are sure, select “Submit”






# Grant File

# Grant File

- Record Retention
  - All grant records should be retained by the recipient for at least 5 years from the end of the state fiscal year in which the grant closes or following notification by the awarding agency (DPS/OHS) that the grant has been programmatically and fiscally **OR** at least 5 years following the closure of the recipient's audit report covering the entire award period, whichever is later
  - Records can be paper or electronic
  - WebGrants cannot serve as your record retention system

# Grant File

- Recipients should maintain files with grant documentation including but not limited to:
  - Copy of final grant application
  - Fully Executed Award Agreement
  - Approved Claims
  - Approved Subaward Adjustments
  - Approved Status Reports
  - Final Status Report
  - Monitoring Reports
  - Relevant Grant Correspondence
  - Procurement Documents (Contracts/Quotes)
  - Disposition of Equipment Forms
  - Inventory

# Monitoring

# Monitoring

- Types of Monitoring
  - Desk – Review that is completed by the DPS/OHS at the DPS/OHS' office
  - On-Site – Review that is completed by the DPS/OHS at the recipient's agency
- Scheduling
  - Agreed upon date between DPS/OHS and recipient
  - Given at least 30 days notice
- Documents Guiding Monitoring
  - Applicable State of Missouri statutes and regulations
  - DPS Financial and Administrative Guidelines
  - Information Bulletins
  - FY 2025 JAG/SFY 2027 DTF Notice of Funding
  - FY 2027 JAG/SFY 2027 DTF Award Agreement & Articles of Agreement
- Corrective Actions
  - If observations are made, at least 30 days will be allowed to complete and submit necessary corrective actions

# Monitoring

- Monitoring is NOT an audit
- DPS/OHS is NOT out to catch you doing something wrong
- We are there to HELP correct areas of noncompliance to prevent audit findings
- Monitoring is to provide technical assistance and answer questions

# Next Steps

- Return Compliance Workshop Acknowledgement via email to your Grant Specialist
- Complete Status Report #1 by the due date of November 27, 2026, for the reporting period of 07/01/2026 – 09/30/2026
- Submit claims as needed but on a quarterly basis at the minimum

# Key Dates

| | |
|---|---|
| July 1, 2026 | Period of Performance Start |
| November 16, 2026 | Compliance Workshop Acknowledgement Due |
| November 16, 2026 | Status report 1 due |
| January 10, 2027 | Status report 2 due |
| January 15, 2027 | PMT report due |
| April 10, 2027 | Status report 3 due |
| April 15, 2027 | PMT report due |
| June 30, 2027 | Period of Performance End |
| July 10, 2027 | Final Status Report Due |
| July 15, 2027 | PMT report due |
| August 15, 2027 | Final claim due |

# Contact Information

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|---|---|
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